

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3829 **TITLE:** HOUSING/COMMUNITY DEVELOPER V **GRADE:** S-30

DEFINITION:

Under administrative direction, oversees a large branch within a division (for example, Real Estate Finance branch in the Real Estate Finance and Grants Management division) and manages more than one program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Housing/Community Developer V is distinguished from the Housing/Community Project Administrator in that the Housing/Community Developer V oversees and manages a large branch within a division whereas the Housing/Community Project Administrator oversees a large division consisting of several branches and manages numerous programs and large scale projects. The Housing/Community Developer V is distinguished from the Housing/Community Developer IV in that the Housing/Community Developer V oversees and manages a large branch within a division and manages more than one program whereas the Housing/Community Developer IV manages a large program or key projects within a branch.

ILLUSTRATIVE DUTIES:

Oversees a large branch within a division and manages more than one program with significant funding implications and high degree of specialization and complexity for the County and is responsible for program's compliance with federal, state and local laws and regulations;
Prepares and presents policies, analyses and reports to the Fairfax County Redevelopment and Housing Authority (FCRHA), the Fairfax County Board of Supervisors, high level agency staff, other citizen boards appointed by the Board of Supervisors, representatives of the Department of Housing and Urban Development (HUD) and other federal and state officials;
Directs efforts to seek outside funding opportunities ranging from federal or state programs to private philanthropy and public/private partnerships. Prepares responses or oversees preparation of responses to Notices of Funding Availability, and Requests for Proposals;
Prepares Requests for Proposals and other solicitations on behalf of the FCRHA or HCD.
Evaluates responses and participates in a leadership capacity as part of a selection committee.
Negotiates terms and price.
Undertakes complex development and financing of housing and revitalization projects;
Develops and implements new programs and policies, including the documentation of procedures, guidelines and handbooks. Sets performance measures.
Establishes and works toward achievement of program goals and objectives, implementing corrective action when required;
Serves as a point of contact for federal, state and local officials and FCRHA commissioners regarding program policies and procedures;
Plans and sets goals and priorities for the program and subordinate staff, providing significant coaching and training;
Plans key role in carrying out specific strategic work of the agency;
Analyzes program progress and implements corrective action when necessary;

Makes presentations regarding programs to County agencies, business and industry representatives, nonprofit groups and the public;
Prepares complex County, state and federal reports;
Represents the agency on interagency and community work groups and committees;
Develops and provides training to Housing and Community Development (HCD) staff and outside groups as requested;
Manages staff as part of a critical group or program. Responsible for hiring, evaluation, coaching, and disciplinary action.
Reviews and coordinates applications for certain federal, state, and private philanthropic grant awards;
Leads regular program, branch and teams meetings to improve inter- and intra-division communication and coordination of activities and projects;
Participates in development of the branch's budget submission and reviews expenditures; and
Acts for the division director in his/her absence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of federal, state and local housing programs, regulations and standards;
Thorough knowledge of, and ability to effectively apply, managerial methods, practices, theories and processes;
Knowledge of the issues relating to the application of supervised programs to real estate acquisition/sale, negotiations, financing and construction;
Knowledge of loan processing, underwriting and general real estate finance in housing using a variety of private, federal, state and local programs.
Ability to plan, organize, coordinate, assign and evaluate the work of professional and support staff in a complex, highly-interactive team-based work environment;
Ability to direct programs requiring coordination with other governmental agencies, private developers, lending institutions, partnerships and citizen organizations;
Ability to oversee reporting for a variety of complex projects;
Ability to communicate effectively, both orally and in writing;
Ability to structure, prepare and deliver concise, understandable presentations on complex issues; and
Ability to establish and maintain effective working relationships with elected and appointed officials and representatives of public/private sector and community organizations.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university, with a bachelor's degree in Planning, Public or Business Administration, Business, Finance or a related field;

PLUS

Five years of progressively responsible managerial experience in their field of expertise.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

ESTABLISHED:

January 6, 2004