

**CITY OF AURORA  
POSITION DESCRIPTION**

**CLASS CODE: TBD  
SALARY GRADE: E13  
EFFECTIVE: 7/13/2021**

**MANAGER-COMMUNITY DEVELOPMENT**

**Definition:**

Under direction of the Chief Community Services Officer, plans, directs, and supervises the work of all staff in the Neighborhood Redevelopment/Community Development division of the Community Services Department and the sub-divisions of Public Art and GAR; plans, develops and administers various rehabilitation projects and coordinates same with other Community Services divisions, city departments and State or Federal governmental agencies; prepares such records, reports and budgetary documents as are required in the administration of the Community Development Block Grant Program. Directly responsible for all federal funds.

**Equipment/Job Location**

Operates a variety of office equipment including computer, typewriter, fax machine, copy machine. This position requires face-to-face communication with residents as well as over the telephone. Duties shall be performed in various office settings, as well as out of doors on-site.

**Essential Functions of the Job**

1. Reviews City conditions to determine housing and neighborhood improvement needs and develops rehabilitation projects accordingly.
2. Directs and coordinates rehabilitation projects with other divisions and City departments as well as State and Federal agencies.
3. Assigns duties and supervises subordinates in the planning and execution of rehabilitation activities.
4. Prepares and administers the annual Division budget as well as the Community Development Block Grant Program.
5. Meets with citizen groups and the general public to explain the activities of the Community Development Division.
6. Performs other duties as required or assigned.

**Required Knowledge and Abilities:**

Requires extensive knowledge of relevant Federal, State and local regulations.

Requires extensive knowledge of the methods and procedures of municipal rehabilitation

programs.

Requires ability to establish and maintain effective working relations with municipal employees, officials and the general public.

Requires ability to administer a variety of municipal rehabilitation activities.

Requires ability to plan comprehensive rehabilitation programs.

**Qualifications for Hire:**

Requires knowledge, skills and mental development equivalent to completion of four years of college coursework in public administration, urban planning or related field.

Requires experience in municipal rehabilitation programs, including one year in a supervisory capacity.

Requires a valid driver's license.