



Job Title	Community Development Division Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	6	Job Code	18470

Class Specification – Community Development Division Manager

Summary Statement:	
<p>The purpose of this position is to lead the City’s initiatives and administration of federal and state grants related, but not limited, to affordable housing, homelessness, and neighborhood revitalization by leveraging federal resources with other public and private funds to accomplish community wide benefits. The position requires a thorough knowledge of federal and state grant administration, existing and emerging demographic, employment, financing, and development trends along with community development best practices. The Community Development Manager is expected to lead a diverse team of professionals to accomplish short-and long-term goals aligned with the City of Colorado Springs long-range plans and strategic plan.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Collaborate with Elected Officials, Executive Staff, City Department Directors, Division Managers, and community members on a strategic vision and related goals for the use of multiple funding sources to address affordable housing, homelessness, neighborhood improvements, and community engagement.
25%	Identify opportunities to combine multiple funding sources to accomplish City-wide strategic goals through the launch of new program initiatives, cross-Departmental collaboration, and engagement of external public and private stakeholders.
20%	Participate in federal and state working groups focused on Community Development objectives. Advise on policy related to housing, homelessness, and neighborhood improvements by researching and preparing relevant presentations, data analysis, and trends. Implement best practices in program design and implementation.
15%	Oversee staff responsible for grant administration, compliance and reporting; provide growth opportunities for staff development; encourage and support EDI practices; encourage and support innovation, critical thinking, collaboration, workplace efficiencies and best practices that improve the effectiveness of Community Development.

Competencies Required:



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Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in finance, urban planning, business administration, public administration, or other research-intensive field.

Experience: Five years of full-time professional HUD Program or Community Development Program experience, or related field, including three years of supervisory experience.



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Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
 Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never



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Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized software relative to area of assignment.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2022