CITY OF BURBANK

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR – BUSINESS AND ECONOMIC DEVELOPMENT

DEFINITION

Under general administrative direction, to plan, organize, and direct the activities of the Burbank Successor Agency, Housing Authority, Economic Development, Real Estate, Home Investment Partnership (HOME) program, and Community Development Block Grant (CDBG) functions within the Community Development Department; and to perform related work as required.

ESSENTIAL FUNCTIONS

Directs, plans, and implements the activities of the Burbank Successor Agency, the Housing Authority, CDBG Program, HOME program, Economic Development, and Real Estate sections; coordinates and administers activities of real estate, economic development, affordable housing projects (Section 8, HOME, 20% Housing Set Aside), the CDBG and HOME programs, and other assigned projects in accordance with local, state, and federal laws; develops and recommends goals and objectives relating to the Burbank Successor Agency, Economic Development, Housing Authority, and other general fund functions; prepares status reports for all functions as required; confers with superiors on policies, strategies, and programs relating to housing, development, and economic development activities; negotiates, monitors, and ensures compliance with terms of applicable agreements on behalf of the City, Burbank Successor Agency, and Housing Authority; implements economic development and capital improvement programs; prioritizes a wide variety and large volume of projects to ensure implementation and completion within prescribed time frame; provides assistance to developers of residential, office, commercial, and industrial projects within the City; reviews progress of objectives with developers and City staff; oversees the acquisition, rehabilitation, and construction of affordable housing; responsible for implementation of housing policies; oversees applications for grants and loans from federal, state, and county levels of government relating to financing for affordable housing (Section 8 Housing, CDBG, and HOME programs), economic development, and real estate activities; participates in the development of proposed budgets; verifies expense eligibility and authorizes expenditures; makes a variety of public presentations; attends after hours meetings regularly; provides staff support for Boards, Commissions, and Committees as requested; may serve as the implementing official for the Burbank Successor Agency; may serve as the department head in the absence of the Community Development Director; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination; conducts annual performance evaluations and makes recommendations in compliance with Memorandum of Understandings, Civil Service Rules, and local, state, and federal laws; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - procedures and regulations concerning housing, economic development, and real estate programs; the theory, principles, and practices of governmental finance, planning, and real estate; federal regulations pertaining to Section 8 Housing, HOME, and CDBG programs; the principles and practices of sound personnel management and supervision.

- Ability to - analyze organizational, financial, and administrative problems and develop effective solutions; coordinate, supervise, and evaluate the work of others; communicate effectively, both orally and in writing; make effective oral presentations; establish and maintain effective working relationships with City officials, supervisors, fellow employees, developers, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a degree in public administration, planning, business administration, or related field and five years of progressively responsible administrative, management, affordable housing, real estate, and economic development experience; including at least four years in a supervisory capacity.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Master’s degree in public administration, planning, business administration, or closely related field.