

Economic Security Corporation Job Description

Job Title: Assistant Community Development Director
Division: Community Development
Reports To: Community Development Director
FLSA Status: Exempt
Revision Date: September 17 2019
Job Classification: Grade 8

SUMMARY

The Assistant Community Development Director coordinates homeless programs, ensures funding, writes grants, oversees homeless budgets and works with the supportive housing team. In the absence of the Community Development Director, the Assistant Community Development Director must manage the Community Development Division. This position also works with the community to organize agency contractual programs. The Assistant Community Development Director develops the fundraising plan for the division for a variety of programs that require matching funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinates the Continuum of Care program, which entails the management of agency properties, working within the approved budget, and developing other resources and grants for additional funding.
2. Works with approved tenants and supervises transitional housing families.
3. Completes all move-in and move-out requirements that are necessary for tenants, staff, and maintenance.
4. Reviews rental payments and issues eviction notices or moving notices to tenants.
5. Completes all reports as required by contractors.
6. Assures outcomes are met.
7. Responsible for organizing and coordinating any homeless projects, i.e. Project Homeless Connect, Point In Time Count, etc.
8. Acts as a catalyst to simulate community awareness to provide new services and to provide for unmet needs.
9. Attends training sessions, conferences, and other meetings in order to stay abreast of current developments.
10. Recruits low-income clients for special projects through door-to-door visits, in-agency referrals, outer-agency referrals, walk-ins, word of mouth, and other viable methods for division homeless programs.
11. Recruits and interviews applicants, determines eligibility through background checks and applicant statements/information.
12. Assesses needs of special project clients and refers to proper programs, both within the agency and other special services providers.
13. Provides “strengths” model case management services and other supportive services to clients, when necessary.
14. Follows up on customer referrals to assure needs have been met.

15. Works with any community networks concerning homelessness.
16. Writes grant proposals for the Emergency Solutions Grant, Missouri Housing Trust Fund, and Continuum of Care.
17. Completes agency and programmatic reports monthly, quarterly, and annually as required by the appropriate funding sources (i.e. Housing & Urban Development (HUD), Community Services Block Grant (CSBG), Missouri Housing Trust Fund (MHTF), Emergency Solutions (ES), and other funding sources) and other special reports in a timely manner, as required by the agency.
18. Completes follow-up assignments as required by program contracts.
19. Plans, coordinates, and conducts point in time counts two times per year.
20. Works with local homeless coalition.
21. Processes applications and inputs information into the Homeless Management Information System (HMIS) and on all homeless people.
22. Develops professional relationships with community agencies in order to better serve low-income families.
23. Coordinates the volunteer program by recruiting volunteers and providing training. Gathers and logs documentation.
24. Gathers letters of commitment from volunteers and other organizations for grants.

SUPERVISORY DUTIES

Directly supervises five employees in the Community Development Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending applicants for hiring, and training employees; planning, assigning, and directing work; rewarding, evaluating and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in business management, public administration or related field; or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, grant proposals or governmental regulations. Ability to write information and respond to question from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Ability to prioritize, organize, and delegate assignments.

CERTIFICATES AND LICENSES

Must have valid driver's license, have reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand; walk, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position has light physical activity performing non-strenuous daily activities of an administrative nature. This position must use manual dexterity sufficient to reach/handle items, work with the fingers, and perceive attributes of objects and materials.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-light, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level is usually moderate.

Employee Signature

Date

Employee Name