

**DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: MANAGER, RESIDENTIAL REVITALIZATION

Position Number: 20076883

Starting Salary: \$70,000 yr.

Job Classification/Status: Unclassified Exempt

Division/Office: Community Services/Community Development

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Work Hours: 8:00am – 5:00pm, M-F

DATE POSTED: JUNE 16, 2017

DEADLINE FOR APPLYING: JULY 10, 2017

Job Duties:

Acts as manager of Office of Community Development (i.e., OCD) Residential Revitalization Section; supervises & coordinates work load for designated staff (e.g., oversees assignments, evaluates employee performance, develops program goals & objectives); plans, directs & coordinates grant management of approximately 200 grants each fiscal year to communities & nonprofit organizations (e.g., provides oversight of application review & grant agreement issuance, ensures accurate grant documentation/file management, oversees grant monitoring & closeout process).

Attends meetings, conferences & seminars; serves on committees as assigned; interacts with OCD award recipients & their affiliates regarding program management rules & regulations; conducts on-site technical assistance which requires occasional overnight stays; compiles, edits & reviews written reports regarding Residential Revitalization Section's grant management; makes recommendations & trains office staff regarding completion of job duties & functions of Residential Revitalization Section; provides technical assistance involving interpretation & implementation of state, federal & programmatic regulation & policies & procedures; oversees data collection & reporting systems, including monitoring visits; participates in development of Ohio Consolidated Plan & other state & federal planning & reporting documents.

Coordinates with other section managers & staff to ensure effective communications regarding programmatic & administrative development; assures section staff are acting as liaisons with grantees to provide timely & accurate responses to customer needs; coordinates training, technical assistance, financial oversight & grant management for residential revitalization-related programs (e.g., Community Housing Impact & Preservation Program, Housing Development Assistance Program, Neighborhood Stabilization Program); coordinates with managers & other staff regarding compliance areas & training needs.

Monitors changes in federal legislation; develops new programs & modifies current programs to address goals of State of Ohio; promotes Ohio Development Services Agency & Office of Community Development programs by attending meetings & making presentations; serves as a liaison to divisions within ODSA, local government officials & external partners; prepares & submits reports on findings; performs other related duties as assigned.

Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Minimum Classification Qualifications (a test may be given as part of the selection process):

1. Extensive federal housing experience required (HUD programs preferred).
2. CDBG & HOME program knowledge required.
3. 2+ years previous supervisory experience preferred.
4. Bachelor's degree or equivalent required.
5. Excellent oral & written communications skills.

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com

OR

SUBMIT APPLICATION & EEO FORM INCLUDING TO:

Ohio Development Services Agency, Human Resources Office
77 South High Street, 27th Floor
Columbus, Ohio 43215-6130
Fax: (614) 644-9030

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