

JOB OPPORTUNITY #1410
Post from Friday, June 26, 2020 until filled

Position: **Director**
Department: Community and Economic Development
Job Code: 1410
Pay Grade: E15 (Unclassified; Exempt from Overtime)

Definition: Under general direction from the Executive Director of Development, is responsible for directing the comprehensive Community Economic Development Department (CED) including the following programs; CDBG, grant funded projects, revolving loan funds and fair housing ensuring regulatory compliance regarding the department. Manages administrative tasks in the areas of economic development, fair housing and community development activities; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

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| 70% | Manages, directs, coordinates, controls and evaluates all internal and external operations, plans and staffing of CED Department and programs requiring knowledge of O.R.C. and ODSA guidelines regarding CDBG programs. Responsibilities include the fiscal activities of the department and supervision of staff. Assists Executive Director with preparation of departmental budgets and narratives. |
| 10% | Formulates and implements policies and programs through decision making process involving research, coordination within the department and other agencies and departments. |
| 10% | Assists the Executive Director with CIC activities, including fiscal reporting, guideline maintenance, annual report/annual audit, organizing events and management of funds. Year-end/CAFR reporting using QuickBooks programming, |
| 10% | Meets with legislature, federal and state agency officials to explain departmental operations, identify new legislation needed and to seek funding support. Works with Township Trustees when Community Reinvestment Area (CRA) Tax abatements are being considered. |

Knowledge, Skills and Abilities:

Knowledge of (1) management principles and techniques involved in directing a community development department; (2) personnel administration methods and techniques; (3) fiscal management techniques; (4) budget, purchasing contract and state and federal grant application procedures; (5) departmental rules and regulations*.

Skill in the (6) use of modern computer software programs and equipment; Ability to (7) deal with large number of variables and determine/recommend specific course of action; (8) evaluate situations and make objective decisions; (9) organize and coordinate programs; (10) maintain and prepare a variety of records and reports; (11) communicate with others both orally, in writing and public speaking (12) deal effectively with public officials, employees, co-workers and the general public; (13) handle sensitive and routine inquiries; (14) plan, direct and oversee the activities of a major operation; (15) enforce rules and regulations with fairness and impartiality.

*Developed after employment

Suggested Training and Experience Requirements:

Bachelor's degree from an accredited college or university in business administration, management science or public administration; 5-7 years specific experience working with community and economic development including managing a CDBG Formula/Allocation Grant Program for a County or Municipality. Training in or experience with federal, state and county regulations and funding requirements; or any combination of experience that provides the requisite knowledge, skills and abilities of the job. Advanced in all aspects of Microsoft Office with knowledge of QuickBooks programming preferred.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio Driver's license or equivalent and maintain acceptable driving record.

May drive personal vehicle for county business.

Require vision (which may be corrected) to read small print.

Is subject to inside environmental conditions.

May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

Please submit an *Application for Employment* and resume to the Geauga County Commissioners, Attn: HR Administrator #1410, 470 Center Street Bldg. #4, Chardon OH 44024. Please refer to details and application at <https://co.geauga.oh.us/Notices/Jobs>