

CITY OF MOBILE, ALABAMA
DIRECTOR OF COMMUNITY PLANNING & DEVELOPMENT PROGRAMS

The City of Mobile, Alabama, seeks to hire a full-time, professional employee to serve at the pleasure of the Mayor as Director of Community Planning and Development Programs. This employee will be eligible for the health plan and retirement benefits available to City employees. Salary is competitive and negotiable.

JOB REQUIREMENTS:

Must possess a Bachelor's Degree and have at least five years' experience in the administration of federal Community Planning and Development (CPD) programs. Must have working knowledge of federal laws and regulations governing grants management and CPD programs.

PRIMARY RESPONSIBILITIES:

The Director provides management and oversight for the City of Mobile's CPD programs funded by the federal Department of Housing and Urban Development (HUD) and other associated grant programs, including but not limited to the Community Development Block Grants (CDBG) program, Community Development Block Grants-Recovery program (CDBG-R), Home Investment Partnerships Act (HOME) program, Neighborhood Stabilization Program (NSP), Emergency Shelter Grant Program (ESG), and Homelessness Prevention and Rapid Re-housing Program (HPRP). Director supervises program, financial, and administrative support staff and coordinates activities of support staff to include legal, accounting, inspections, planning, and environmental functions. Director reports directly to the Mayor of the City of Mobile.

DUTIES:

- Plans, organizes, and administers the City's CPD programs to include annual program planning, daily operations, project implementation and monitoring, and allocation of expenditures.
- Coordinates with various community organizations to assure all grant funds are spent on eligible activities.
- Provides guidance and technical assistance to the City's CPD programs to ensure compliance with all federal regulations and guidelines.
- Ensures all subrecipient projects are in compliance with regulatory guidelines, spending deadlines, and reporting requirements.
- Interacts with and provides detailed briefings to the Mayor.
- Works closely with HUD officials regarding program activities, audits and reviews.
- Presides at required public hearings to obtain program input from citizens.
- Represents the City at national conferences on CPD programs.
- Prepares the City's HUD consolidated plan, annual action plans, CAPER, and other HUD-required reports.
- Performs other duties as assigned by the Mayor.

The City of Mobile ensures equal employment opportunity in all aspects of employment to all employees and to all applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, or military obligations.

To apply (application deadline 3/7/11), send resume & salary history to:

hr@cityofmobile.org

fax 251-208-7153

City of Mobile

Human Resources Dept

PO Box 1827

Mobile, AL 36633

www.cityofmobile.org