

# **HOUSING AND COMMUNITY DEVELOPMENT PROGRAM MANAGER (806-07)**

SALARY: \$72,654.40 - \$105,206.40 annually, plus liberal fringe benefits  
*Management Category III*

## **THE POSITION**

This is highly responsible managerial and professional work of unusual difficulty administering and coordinating housing and community development projects in the Community Development Division of the Community and Economic Development Department.

Under the general direction of the Deputy Director, the employee plans, organizes, implements, coordinates, and reviews highly complex and technical professional housing, community, economic, and physical development work connected with federal, state, and other intergovernmental housing and community development programs. The employee supervises division staff, and provides administrative and technical guidance regarding the design and development of current and long-range program and project plans, and the implementation and coordination of related projects and activities. The employee also supervises and participates in the day-to-day operations of the housing rehabilitation program and related components, ensures that budgeted programs achieve desired and timely results, and that all programs are in compliance and coordination with long-range City goals.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

## **THE REQUIREMENTS**

1. Have graduated from an accredited college or university with a Bachelor's degree in public or business administration, planning, urban studies, political science or other appropriate field.
2. Have at least five (5) years progressively responsible professional planning, housing or community development experience performing technical phases of both city planning and socio-economic development activities, at least three (3) years of which must have involved supervisory responsibilities. A Master's degree in an appropriate field will be accepted in lieu of one (1) year of required non-supervisory experience.

## **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE: ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.**

## **HOW TO APPLY**

**Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance.** Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

PLM:09/24/08:Ann#113-806-07  
MEDICAL GROUP III

**HOUSING AND COMMUNITY  
DEVELOPMENT PROGRAM MANAGER**

**CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE  
FOR HOUSING AND COMMUNITY DEVELOPMENT PROGRAM MANAGER**

Please answer **ALL** of the following questions. You **MUST** answer these questions even though you may have already given some of this information on the employment application.

1. Do you possess a Bachelor's degree in public or business administration, planning, urban studies, social studies, political science, or other related field?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES", indicate your major area of study in the space below. (Also, be sure to supply complete education and training information on the Standard Employment Application.)

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2. Do you possess a Master's degree in one of the areas indicated in Question No. 1 above?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES", indicate your major area of study in the space below.

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3. Do you have five (5) years of progressively responsible professional planning, housing or community development experience performing technical phases of both city planning and socio-economic development activities? (Fully describe all relevant experience on the Standard Employment Application.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES", does your experience include at least three (3) years of managerial and supervisory responsibilities?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Questions 4 through 6 may be answered on a separate sheet of paper.**

4. Fully describe your relevant managerial and supervisory experience. For each position, supply the following information:

- Employer's name
- Your job title
- Beginning and ending dates of employment in the position
- Your managerial and supervisory responsibilities, including the number of people you supervised, the job title(s) of those supervised and a brief description of their responsibilities and the length of time (years/months) you supervised those individuals.

5. Fully describe your specific experience in the administration/management of CDBG, HOME, HOPWA, and other state/local housing and community development programs or funding.

6. Describe any other relevant experience, training, certificates, licenses, you have not previously listed on this questionnaire or the employment application. Resumes are also welcomed; however, you must still fully complete the employment application and this questionnaire.

***My signature affirms that all information contained in this supplemental employment questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CITY OF FORT LAUDERDALE, FLORIDA MANAGEMENT BENEFIT PACKAGE

Employees in positions assigned to management categories will be provided with the following additional benefits. This is in addition to basic benefits provided to general employees:

MANAGEMENT CATEGORY	VACATION	ALLOWANCE BENEFITS	ANNUAL PHYSICAL EXAMINATION	HOSPITAL-MEDICAL EXPENSE INSURANCE	VEHICLE ASSIGNMENT
<b>V</b>	Four (4) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Exempt Employee Expense Allowance \$80.00/month  Vehicle Allowance Mileage Reimbursement rate (see PSM 9.4.4.1)	Reimbursed for 25% of the cost of a complete physical examination up to a maximum of \$62.50.	*The City pays a portion of the cost of basic & major medical insurance for both employee & eligible family members. Employee contributions for basic & major medical insurance cost shall be established by resolution adopted by the City Commission.	The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action.
<b>IV</b>	Five (5) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Exempt Employee Expense Allowance \$120.00/month  Vehicle Allowance Mileage Reimbursement rate (see PSM 9.4.4.1)	Reimbursed for 25% of the cost of a complete physical examination up to a maximum of \$62.50.	*The City pays a portion of the cost of basic & major medical insurance for both employee & eligible family members. Employee contributions for basic & major medical insurance cost shall be established by resolution adopted by the City Commission.	The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action.
<b>III</b>	Six (6) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Vehicle Allowance \$250.00/month	Reimbursed for 50% of the cost of a complete physical examination up to a maximum of \$125.00.	*The City pays a portion of the cost of basic & major medical insurance for both employee & eligible family members. Employee contributions for basic & major medical insurance cost shall be established by resolution adopted by the City Commission, except that sworn Police Management in this category may elect in lieu of the foregoing the basic and major medical insurance coverage available under the F.O.P. Lodge 31 Collective Bargaining Agreement, as provided in Resolution No. 99-93, as same may be amended from time to time.	The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action. This assignment would be in lieu of car allowance.
<b>II</b>	Eight (8) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Vehicle Allowance \$340.00/month	Reimbursed for 100% of the cost of a complete physical examination (exclusive of EKG stress tests) up to a maximum of \$250.00. Reimbursed for EKG stress tests to a maximum of \$150.00.		The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action. This assignment would be in lieu of car allowance.
<b>I</b>	Ten (10) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Vehicle Allowance \$390.00/month	Reimbursed for 100% of the cost of a complete physical examination (exclusive of EKG stress tests) up to a maximum of \$250.00. Reimbursed for EKG stress tests to a maximum of \$150.00.		The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action. This assignment would be in lieu of car allowance.

\*Ordinance No. C-02-16 effective 06-23-02