



City of Manassas

Housing and Neighborhood Coordinator

SALARY	\$70,324.80 - \$96,699.20 Annually	LOCATION	Manassas City Hall, VA
JOB TYPE	Full Time	JOB NUMBER	12-01002
DEPARTMENT	Community Development	DIVISION	Planning and Zoning Services
OPENING DATE	06/04/2024	FLSA STATUS	Exempt
GRADE	B13		

Position Summary

The Community Development Department is seeking a charismatic, energetic individual to perform intermediate to develop and coordinate the City's housing program. The position will be responsible for ensuring the success and clear direction of this program as it relates to the City's housing and neighborhood goals through the adopted Comprehensive Plan and the City's Housing Plan. The selected incumbent will be part of a diverse planning team with opportunities for engagement with City neighborhoods, community members, and policy makers. The position also offers opportunities to coordinate housing opportunities with other jurisdictions. Because of the depth and variety of projects involved, the ideal candidate will be able to act independently and in teams, be detail-oriented, and have excellent writing, communication, and time management skills.

The hiring range for this position is: \$70,324.80 - \$96,699.20, DOQ.

Language stipend available for Bilingual (English/Spanish) language skills.

This position is open until filled and may close at any time.

Essential Job Functions

- Implements the City's housing and neighborhood strategies as it relates to development and administration of homeownership, rental, and neighborhood development programs. Researches, creates and implements long range planning, goals, and initiatives for housing and redevelopment programs and services;
- Establishes and maintains constructive and cooperative working relationships with other departments, community organizations, the private sector, Federal, State, and local agencies to assist low- and moderate-income residents with a wide range of housing assistance; attends public meetings and presents information on regional housing and development issues;
- Provides research, data analysis, and recommendations for affordable housing projects;
- Researches, coordinates and prepares state, regional and federal financial requests for housing programs;

- Monitors State and Federal actions regarding availability of funds for community development and housing projects and participates on committees which formulate policy recommendations;
- Prepares, develops, and administers the City's CDBG program;
- Serves as staff support for the Housing Trust Fund, currently funded with a \$2 million-dollar initial investment;
- Performs various administrative tasks as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, reviewing professional journals, returning telephone calls, attending and conducting meetings, answering the telephone, etc;
- Performs other duties as assigned.

Minimum Required Qualifications

Bachelor's degree in City or Regional Planning, Geography, Public Administration, or related field; supplemented by five (5) years of progressively responsible experience in administration of affordable housing programs and policies, planning, public policy, community development, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements

Must possess and maintain a valid Virginia driver's license.

May be required to possess additional certification(s) as deemed necessary by the City.

After 6-9 months of successful performance, the position may be eligible to begin some telework at that time.

Submit your application at: <https://www.governmentjobs.com/careers/manassas/jobs/4532119/housing-and-neighborhood-coordinator>

Agency

City of Manassas

Address

9027 Center Street
Suite 302
Manassas, Virginia, 20110

Website

<http://www.manassascity.org/jobs>