

DIVISION Financial Assistance	UNIT Financial Reporting and Evaluation Data Section	POSITION NUMBER 401-204-8789-068	CLASSIFICATION Housing and Community Development Manager I
LOCATION - HEADQUARTERS Sacramento Headquarters	WORKING TITLE Manager		EFFECTIVE DATE
SUPERVISOR NAME Sharon Fleury	TITLE Housing and Community Development Manager II		INCUMBENT

General Statement:

Under the general direction of a Section Chief (HCDM II), the incumbent oversees a small-to medium-size group of technical staff and administers one or more functional activities for the Division's housing and community development financial assistance programs.

% of the Time	DESCRIPTION OF DUTIES
35%	<p>Essential Functions:</p> <p>Supervise and provide technical direction to a small to medium-sized staff engaged in one or more functional activities for housing and community development programs. Assign and track work, evaluate staff performance, coach to improve performance, and ensure quality control.</p>
20%	<p>Assist staff and senior managers in responding to difficult or sensitive questions posed by legislators, other State and federal agencies, contractors, local officials, tenants and other interested parties.</p>
15%	<p>Coordinate with other functional units within the Division to ensure efficient and timely transfer of information and responsibilities.</p>
15%	<p>Participate in process improvement and policy development efforts, both within the incumbent's assigned functional area and in the Division more generally.</p>
10%	<p>Train new and existing staff. Provide training and technical assistance to stakeholders.</p>
5%	<p>Maintain responsibility for basic administrative functions, personnel matters, hiring, travel policies and procedures, and other Department administrative functions as necessary. Complete special projects assigned by the Section Chief, Branch Chief and Deputy Director.</p>
	<p>Physical Requirements: Ability to sit, stand, read, hear, work on a computer for periods of up to four hours; drive for periods of up to six hours. Ability to travel by various modes of transportation for extended periods of time.</p>
	<p>Working Conditions: The incumbent will work at an open modular workstation in an air-conditioned high-rise office. The position requires travel by plane and or car to cities and counties located throughout the State.</p>

% of the Time	DESCRIPTION OF DUTIES
	<p>Supervision Received: The incumbent receives specific assignments and general direction from an HCDM II.</p> <p>Supervision Exercised: The incumbent supervises a small to medium-sized technical staff.</p> <p>Administrative Responsibilities: The incumbent advises the HCDM II on both specific and general policy decisions affecting federal and State program issues, and is responsible for budget, personnel, and reporting activities.</p> <p>Personal Contacts: The incumbent regularly confers with federal, State and local government agencies, private non-profit sponsors, lenders, and outside interest groups.</p> <p>Consequence of Action: The actions of the incumbent have a direct bearing on the success of the Department's housing programs, protection of state security and assets, and contractor compliance with the provisions of the law.</p> <p>Other Information: Frequent travel throughout the state may be required.</p>

EMPLOYEE STATEMENT

I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation. I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.

Employee Signature: _____ **Date:** _____

SUPERVISOR STATEMENT

I certify that I have discussed the duties and responsibilities of the position with the employee.

Supervisors Signature: _____ **Date:** _____