JOB ANNOUNCEMENT
Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web:www.knoxvilletn.gov

Director of Housing and Neighborhood Development

The City of Knoxville, Tennessee is seeking an energetic and collaborative leader who can build on the effective implementation of housing and neighborhood development programs, including federally-supported community development, economic development, affordable housing and strategies to address homelessness.

Suggested Qualifications
- Graduation from a CHEA accredited four-year College or university with a major in business or public administration or a related field.
- Progressively responsible experience in public service functions.
- Progressively responsible experience in an administrative/managerial function.

Interested applicants must send a resume AND cover letter to:

Beth Correro
City of Knoxville
400 Main Street, Suite 655
Knoxville, TN 37902
bcorrero@knoxvilletn.gov

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
Located in East Tennessee on the banks of the Tennessee River and in the foothills of the Smoky Mountains, Knoxville is the largest city in East Tennessee with a population of 190,000 (in a metropolitan area of nearly 870,000). Knoxville is home to the flagship campus of the University of Tennessee. The city’s thriving downtown is at the heart of a welcoming community with a diverse array of cultural amenities and a growing national reputation as an outdoor adventure destination.

Building on the work of her predecessors, Knoxville Mayor Indya Kincannon has made affordable housing a top priority, establishing an Affordable Housing Fund that commits at least $50 million in local funding over 10-years to complement federal funding aimed at addressing the need for a diverse and affordable housing stock. The outgoing Director is retiring after 15-years of positive service to the City of Knoxville, and has offered her availability to support a successful transition.

The Director of Housing and Neighborhood Development leads a department of 21 employees and oversees a current budget of $7.7 million in federal funds (CDBG, HOME, ESG and HOME ARP) and $12 million in local funds. The department has strong community relationships and works in close collaboration with multiple external agencies to achieve the following goals: improve housing opportunities for low income residents; prevent, reduce and end homelessness, and; revitalize Knoxville’s low to moderate income neighborhoods.

The Director of Housing and Neighborhood Development, who reports to the Deputy to the Mayor/Chief Economic and Community Development Officer, must have administrative and personnel management experience and be able to supervise and lead a dynamic department. Successful applicants must be knowledgeable of US Department of Housing and Urban Development Community Planning and Development, Low-Income Housing Tax Credit, affordable housing and community revitalization programs. The Director must be able to establish and maintain effective working relationships with diverse community leaders and stakeholders, including elected officials, non-profit and business leaders, and advocacy organization representatives.

For more information about this and other City of Knoxville job openings, please visit: https://knoxvilletn.gov/government/city_departments_offices/civil_service_department/current_job_openings.
City of Knoxville

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<tr>
<th>Class Title: Community Development Director</th>
<th>Working Title: Housing &amp; Neighborhood Development Director</th>
<th>PCN: TBA</th>
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<tbody>
<tr>
<td>Pay Grade: DIRECTOR</td>
<td>Incumbent: vacant</td>
<td>Created: September 2005</td>
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<td>Updated: December 9, 2021</td>
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GENERAL DESCRIPTION
Under executive direction, responsible for the planning, organizing, and directing of the activities and projects of the Housing and Neighborhood Development Department.

ESSENTIAL FUNCTIONS
Plans, assigns, and directs personnel responsible for a wide variety of housing, economic development and community development functions.
Oversees and directs preparation of the City's Five-Year Consolidated Plan and Annual Action Plans associated with the U.S. Department of Housing and Urban Development CDBG, HOME and ESG funding allocated to the City of Knoxville.
Studies federal regulations and guidance and interprets applicability for the City federal Housing and Community Development programs.
Studies departmental organization, personnel distribution, and project requirements to effect the most efficient and economical utilization of available personnel.
Establishes new programs and project policies with the approval of the Chief Economic and Community Development Officer/Deputy to the Mayor.
Oversees administrative activities for the department including preparation and maintenance of necessary records and reports including budgeting of resources.
Prescribes general rules, regulations, procedures, and administrative policies for the department and ensures their enforcement.
Confers frequently with key administrative and technical subordinates in initiating work, assessing work progress, and resolving work problems of an administrative and professional nature.
Serves as City representative to discuss various programs and functions with other department administrators, contractors, other private sector representatives, and federal, state and county agencies.
Performs related work as required.

MARGINAL FUNCTIONS
None indicated.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of principles and practices of management and public administration.
Knowledge of the US Department of Housing and Urban Development Community Planning and Development and housing programs.
Knowledge of the Low-Income Housing Tax Credit program.
Knowledge of City ordinances, State and federal laws applicable to the various programs.
Knowledge of current publications, trends, and developments in affordable housing and community revitalization programs.
Ability to plan for community development needs, to delegate responsibilities, and to coordinate and review the work of operating divisions.
Ability to plan, organize, assign, supervise, and inspect the work of others.
Ability to keep operational records and make reports.
Ability to establish and maintain effective working relationships with the elected officials, public and other employees.

PHYSICAL REQUIREMENTS
This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS
Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where
only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS
Graduation from a CHEA accredited four-year College or university with a major in business or public administration or a related field.
Progressively responsible experience in public service functions.
Progressively responsible experience in an administrative/managerial function.

PREFERRED QUALIFICATIONS
None indicated.