

**MAJOR FUNCTION**

This is highly responsible professional, managerial, and administrative work directing the sustainability, resiliency, human services, housing, and code enforcement functions for the City of Tallahassee. Acts as the lead for establishing the overall human services, affordable housing, sustainability, and community resilience vision supported by an actionable strategy and directs the related programs with internal and external partners to deliver results. Work is subject to direction of the Deputy City Manager with considerable independent judgment, discretion, and initiative in carrying out the daily operations of the department with efficiency and effectiveness. Work is reviewed through reports, conferences, observations, and by results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervise, direct, plan, coordinate, and instruct staff in the Sustainability, Community Resilience, Human Services, Housing, and Code Enforcement divisions, and lead strategic community services and youth development initiatives including Tallahassee Engaged in Meaningful Productivity for Opportunity (TEMPO), and the Tallahassee Future Leaders Academy (TFLA). Oversee the long-term resiliency and sustainability strategy including the development and implementation of a comprehensive Community Resiliency Plan, GreenPrint Sustainability Plan, Consolidated Housing Plan, and the Human Services Needs Assessment. Identify and harness resources both within the City government and externally including through public-private partnerships, as well as applying for grant funding. Direct the planning and administration of federal and state grants and loans including HUD and SHIP required housing and community development grant programs. Responsible for monitoring, tracking, and reporting on specific outcomes, metrics, milestones achieved for the City's affordable housing, community wellness, neighborhood preservation, resiliency and sustainability goals. Maintain and promulgate necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Prepare and administer the department's budget and approves all expenditures in accordance with budget. Provide regular reports and updates to the City Manager's Office and make formal presentations to the City Commission regarding policy recommendations and strategic initiatives. Approve the selection, placement, promotion, grievance resolution and discipline of employees. Provide policy and planning advice on resilience strategies and priorities in response to emerging trends and impacts. Represent the City on local and regional councils, at conferences, meetings and other public events. Exercise considerable tact and diplomacy, and demonstrate excellent community relations skills, in order to work with a diverse group of stakeholders with potentially contrasting priorities and perspectives to ensure the overall goal of a resilient community is achieved and maintained. Implement outcome-based best practices, research, and evaluation tools. Provide data, innovative ideas, and strategic direction to achieve administration's goals.

**Other Important Duties**

Secures funding for initiatives through grants, strategic partnerships, and innovative financing mechanisms. Supports the development and coordination of emergency management policies, programs, and plans for mitigation, preparedness, response, and recovery from natural, technological, and man-made disasters. Performs essential personnel duties during emergency response. Serves on ad hoc and cross-functional teams to represent the department's position. Attends and participates in conferences and meetings as the City's representative. Performs other related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of urban sustainability and resilience principles, strategic planning, and operations in the areas of public policy, urban planning, environmental, economic or community development.

Thorough knowledge of grant writing, program development and contract monitoring. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of housing development and grants management. Ability to address civic organizations or other public or private groups on subjects relative to housing and human services programs and projects. Knowledge of local, state, and federal laws, rules, and regulations. Knowledge of local, state, and federal government policy and decision-making processes. Knowledge of project management techniques and applications. Ability to function across multiple sectors and disciplines to drive effective collaboration. Ability to negotiate and influence outcomes with the ability to use discretion and judgment in a dynamic business and political environment. Knowledge and understanding of the political, business, and non-profit cultures and actors. Ability to effectively allocate resources to deliver strategic planning objectives. Skill in analytical, strategic, and lateral thinking. Ability to take the initiative, drive changes and implement innovations. Ability to develop, manage and maintain action plans, supporting programs, projects and associated budgetary and financial management requirements. Ability to manage diverse teams consisting of staff, government officials, community leaders as well as consultants or contractors. Ability to communicate effectively, both orally and in writing, and maintain records and prepare reports. Ability to assign and review the work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusions. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

#### Minimum Training and Experience

Bachelor's degree in public or business administration, public safety, political science, economics, emergency management, sustainability, urban or regional planning or related field and 8 years of experience in strategic planning and operations, public policy, urban planning, economic or community development or direct resiliency experience.

#### Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 03-31-17  
Revised: 06-29-17  
11-19-18  
06-23-20  
01-01-20  
06-20-20  
04-22-22