



City of Phoenix

DEPUTY NEIGHBORHOOD SERVICES DIRECTOR

JOB CODE 18510

Effective Date: 03/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, develop, coordinate, and administer the various programs and services of the Neighborhood Advocacy, Neighborhood Preservation, and Neighborhood Development Divisions. Work requires the application of advanced administrative techniques in directing and participating in a wide variety of neighborhood, community, and economic development activities. The Deputy Director works with a variety of public, private, and non-profit agencies. Work involves the use of initiative and independent judgment and assisting the Neighborhood Services Director in the development of policy recommendations. Supervision is directly exercised over the classes of Neighborhood Program Coordinator, Citizen Involvement Coordinator in Neighborhood Advocacy; Neighborhood Maintenance Supervisor, and Management Assistant II in Neighborhood Preservation and Senior Redevelopment Program Manager, and Historic Preservation Officer in Neighborhood Development. General supervision is received from the Neighborhood Services Director and performance is evaluated through conferences, reports and results achieved.

ESSENTIAL FUNCTIONS:

- Supervises professional, paraprofessional, technical, and clerical employees engaged in the planning, implementation and operation of neighborhood, community, and economic development programs;
- Provides overall administration and program direction for the Division.
- Evaluates community needs, plans and recommends programs and develops funding proposals to meet those needs;
- Coordinates existing program activities and new program proposals with other City departments, and governmental and private community agencies;
- Revises diverse program components to set and adjust priorities and policies;
- Provides technical assistance to project supervisors in planning and budgeting;
- Keeps citizens informed on programs' status;
- Oversees the gathering of information, conducting studies, completing of materials, and writing reports;
- Establishes and monitors management controls for administrative, program, and fiscal procedures;
- Interprets the department's programs to various groups;



City of Phoenix

- Serves as representative of the City to citizens and organizations in the inner City;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Housing development.
- Federal housing and community and economic development programs.
- Principles and practices of neighborhood preservation and stabilization.
- Principles and practices of neighborhood and program planning.
- Community groups and organizations involved in providing community and neighborhood services.
- Federal, state, and local laws, ordinances, rules and regulations related to zoning and neighborhood maintenance.
- Principles and practices of personnel and budget management.
- Funding resources for project grants.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Work with individuals from a variety of socio-economic backgrounds.
- Analyze and compile economic and statistical information.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Comprehend and make inferences from material written in the English language.
- Communicate orally in the English language with other City employees and the general public in face-to-face, one-on-one settings, in group settings or by telephone.
- Work safely without presenting a threat to self or others.
- Works cooperatively with governmental officials at the municipal, county, state and federal levels and executives of business, private agencies, and community leaders.

Additional Requirements:



City of Phoenix

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in housing and neighborhood preservation, development or redevelopment, including three years experience in an administrative position with supervisory responsibility and a bachelor's degree in business or public administration, sociology, urban studies or a related field. Other combination of education that meet the minimum requirements may be substituted.