

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 01/17/2025

Response Deadline: 01/27/2025

* RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED.

Agency: Department of Development	Job Title: Community Development Administrator
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$74,464.00 - \$107,140.80
Work Location: 130 High Street, Hamilton, OH	Hours of Work: M-F, 8:00a – 5:00p

ESSENTIAL FUNCTIONS

- Oversees the administration and implementation of Community Development Block Grant, Home Investment Partnership Grant (HOME) and other programs issued by the US Department of Housing and Urban Development (HUD), including working in collaboration with the Director of Development and Butler County jurisdictions to identify community development needs; defines, develops and implements programs; selects and prioritizes projects that reflect the strategy, mission and goals of Butler County; prepares and submits applications, required reporting and documentation to ensure compliance with federal and state regulations; and coordinates with sub recipients, grantees, and clients receiving assistance through the HUD programs to ensure federal compliance with HUD regulations. Overall responsibility for administration and implementation of Community Development Block Grant (CDBG), Home Investment Partnership Grant (HOME) and other programs issued by the U.S. Department of Housing and Urban Development (HUD).
- Assists the Director of Development in implementing programs that will serve to increase the impact, service and function of planning, and community development; build relationships and provides assistance to stakeholders (i.e., various constituent organizations, local government staff and officials, business owners, trade associations, governmental bodies, developers, contractors, architects, engineers, general public, news media and other interested parties) by aiding in the planning, and community development process.
- Participates in meetings and committees; presents plans, reports, and recommendations to public groups and governing bodies; prepares speeches, testimony, articles, reports and other presentations dealing with the planned development of the county and individual communities; analyzes trends and designs, develops and prepares dashboards displaying data metrics and measurements to demonstrate program performance.
- Manages competitive processes for award of funds; assists in development and enforcement of agency policies and procedures, goals and objectives; interprets rules and regulations of programs; ensures program activities are in compliance with appropriate laws and guidelines; shared budgetary responsibility of multi-million dollar projects, programs and grant funds; overall responsibility for administration and implementation of Community Development Block Grant (CDBG) and other programs issued by the U.S. Department of Housing and Urban Development (HUD),

- Oversees, manages and documents other related functions and processes, including environmental review and historic preservation; performs related administrative and public relations duties with Director of Development approval, e.g., assists in preparation of budget and exercises fiscal control, attends and conducts meetings, serves as communication liaison with elected officials, other agencies news media, general public, etc.; manages day-to-day operation of assigned programs and projects funded under Community Development Block Grant, HOME Investment Partnership Grant and other grant programs.
- Supervises and coordinates personnel activities for assigned staff, including scheduling, workload allocation, quality control and time management; conducts performance evaluations and addresses staff disciplinary matters in collaboration with the Human Resources Department; interviews job applicants and makes hiring recommendations; and receives grievances and complaints of staff and resolves when possible, or in collaboration with Human Resources Department.
- Prepares necessary plans and documents required by HUD as a result of the CDBG and HOME programs; schedules and manages meetings of various stakeholder groups to determine annual priorities related to HUD programs; prepares and distributes notices to eligible applicants or sub recipients of program deadlines, policies and application materials; attends meetings, seminars or conferences and participates on task forces or committees that are relevant to Butler County HUD programs and serves as primary Butler County contact with local communities and other sub recipients.
- Represents Butler County before state and federal agencies involved with HUD programs; attends meetings, seminars and conferences and represents County as needed; and addresses questions and problems raised by agencies, local governments, or members of the public.
- Oversees and administers US Treasury and other federal annual and one-time grant program.

REQUIRED QUALIFICATIONS

- Bachelor's degree in planning, public administration, business administration, architecture, or related field; and
- Five years of relevant work experience; or
- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.
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SUBMIT RESUME

resumes@bcOhio.gov (Indicate job title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER