

## COMMUNITY DEVELOPMENT & HOUSING MANAGER CITY MANAGER/ COMMUNITY DEVELOPMENT

Weekly Salary Range: \$1,248.86 - \$1,790.28

City's Promotional Pay Policy applies to internal candidates.

Open until filled

### PURPOSE OF CLASSIFICATION

The purpose of this classification, under general leadership, is to manage the implementation of all Community Development Affordable Housing Programs and Services. Employees in this classification perform professional, technical, and administrative work. The position is responsible for managing, implementing, and supervising all aspects of City-funded affordable housing programs and services, including such activities as program outreach, coordinating programs and services, project developments, client relocation, rehabilitation, construction, program and project monitoring, finance, and reporting. Performs related work as required.

### MINIMUM QUALIFICATIONS (Education, Training, and Experience)

Bachelor's degree in business administration, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes experience in general housing program delivery, including some experience working with state or federally funded housing programs; or an equivalent combination of education, training, and experience.

Experience with Integrated Disbursement Information System (IDIS) preferred. Must be proficient in the use of the computer and Microsoft Word, Excel and Outlook. Candidates with an equivalent combination of education, experience and training will be considered.

**ALL APPLICANTS INCLUDING CITY EMPLOYEES, MUST APPLY BY USING  
THE CITY OF DAYTONA BEACH CAREER PORTAL**

Visit our career portal for all jobs: [Criterion | Daytona Beach, FL - Official Website](https://codb.criterionhcm.com/jobs/447/1/#1281)

To apply for this position: <https://codb.criterionhcm.com/jobs/447/1/#1281>

**YOU WILL BE RESPONSIBLE FOR PROVIDING ALL RELEVANT DOCUMENTATION IF YOU ARE SELECTED TO FILL THE POSITION.**

Applicants may at time of application upload documentation such as educational documents and supporting verification documentation showing you meet the minimum qualifications, i.e., letters from current or previous employers stating the applicant's name, dates worked and duties performed, employee evaluations, offer letters, etc., and additional certifications or licenses if stated on the application.

If you have questions regarding the application process, email: [HumanResources@codb.us](mailto:HumanResources@codb.us) or call 671-8201  
*Residents of Daytona Beach given preference in hiring.*

**EOE/AA/ADA/VET** | Employer applications are public record open for inspection.