



VILLAGE OF OAK PARK
POSITION VACANCY NOTIFICATION – 12-MAY-2014

CLASSIFICATION	SALARY RANGE	DATE AVAILABLE	DEPARTMENT/ DIVISION
NEIGHBORHOOD SERVICES MANAGER	\$70,223-\$110,461 DOQ	12-MAY-2014	DEVELOPMENT CUSTOMER SERVICE/HOUSING CDBG

DEFINITION: To supervise, plan and coordinate the activities and operations of the Neighborhood Services Division within the Development Customer Services Department; coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Director of Development Customer Services.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the Director of Development Customer Services. Exercises direct supervision over professional, technical and clerical staff.

Essential duties and responsibilities: Coordinate the organization, staffing, and operational activities for Neighborhood Services Division including the housing programs, CDBG programs and Property Inspection. Participate in the development and implementation of goals, objectives, policies, and priorities for Neighborhood Services Division; recommend and implement policies and procedures. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements. Direct, coordinate and review the work plan for Neighborhood Services Division; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Select, train, motivate and evaluate Neighborhood Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Participate in the development and administration of the Neighborhood Services Division budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary. Meet with building owners to solve problems and develop marketing strategies; provide rehabilitation program quality control. Stimulate the growth and prosperity of the Village through quality control of inspection and rehabilitation programs, development of marketing strategies for business owners and training on improved management techniques. Provide staff assistance to the Director of Development Customer Services; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary. Coordinate Neighborhood Services Division activities with those of other divisions and outside agencies and organizations. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Community development. Manage the Neighborhood Services Division to support the Department of Development Customer Services' mission to enhance the quality of life in the Village of Oak Park by providing efficient, consistent, cost-effective, courteous and prompt customer services designed to encourage investment in our community. Perform other duties and responsibilities as assigned. Monitors Division's MAP (Measure, Analyze and Perform) Performance Management indicators and reports on progress to the Director of Development Customer Services within established deadlines.

QUALIFICATIONS Knowledge of: Operational characteristics, services and activities of a Housing and rehabilitation program. Modern and complex principles and practices of program development and administration. Principles of municipal budget preparation and control. Principles of supervision, training and performance evaluation. Community Development Block Grant programs. Village, State and Federal anti-discrimination policies. Village housing code enforcement policies, programs and procedures. Marketing theories, principles and practices and their application to community development programs. Basic construction practices and procedures. Housing rehabilitation grant and assistance programs. Basic accounting and economics. Pertinent Federal, State, and local laws, codes and regulations. **Ability to:** Manage and coordinate the work of lower level staff. Select, supervise, train and evaluate staff. Interpret, explain and enforce Village Housing policies and procedures. Prepare clear and concise reports. Coordinate multiple projects at one time. Communicate with a wide range of cultures and personalities. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain regular attendance at work Ability to attend evening and weekend meetings as needed. Maintain effective audio-visual discrimination and perception needed for: Making observations ,Communicating with others ,Reading and writing, Operating assigned equipment, Maintain mental capacity which allows the capability of: Making sound decisions, Demonstrating intellectual capabilities.

Experience and Training Guidelines

Experience: Five years of increasingly responsible experience in rehabilitation program implementation, including two years of administrative and supervisory responsibility.

Training: Possession of a Bachelor's degree from an accredited college or university with major coursework in business management, urban planning, public administration, accounting, economics or a related field.

LAST DATE FOR ACCEPTANCE OF APPLICATIONS: 23-MAY-2014

Applicants can visit our website at www.oak-park.us . Submit applications/resumes to HR, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, careers@oak-park.us or by fax 708-358-5107. The applicant selected for employment must successfully pass a criminal background investigation, reference check, and a pre-employment physical that includes a drug screen.