

RESOLUTION NO. 95-137

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR COMMUNITY IMPROVEMENT MANAGER

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Community Improvement Manager, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the following salary range for the Community Improvement Manager position:

A	B	C	D	E
\$ 3,057.45	\$ 3,210.44	\$ 3,370.82	\$ 3,539.43	\$ 3,716.37

Dated: October 18, 1995

I hereby certify that Resolution No. 95-137 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 18, 1995 by the following vote:

AYES: Council Members - Davenport, Pennino, Sieglock, Warner
and Mann (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

COMMUNITY IMPROVEMENT MANAGER

DEFINITION:

Under general direction, organizes, plans, and directs the use of the City's housing and community development funds; supervises and coordinates current and long-range housing and neighborhood improvement, code enforcement, and other related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Community Development Director. Exercises direct supervision over professional and technical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Manages and proposes plans to enforce City codes and ordinances pertaining to neighborhood maintenance and supervise code enforcement staff.

Develops programs and plans to produce housing, especially affordable housing, by means of new construction, rehabilitation or acquisition; evaluates proposals and make recommendations.

Implements neighborhood improvement programs on a city-wide basis and develop neighborhood improvement strategies.

Ensures compliance with federal and state laws and regulations, ensures consistency with local objectives and community requirements.

Prepares a variety of reports on housing preservation and development, neighborhood improvement and code enforcement, and other related City activities; gathers and analyzes data; recommends appropriate action.

Supervises established programs of housing rehabilitation, first-time buyer and code enforcement. Administers and supervises the division budget, and ensure that program performance objectives are met.

Represents the Housing and Neighborhood Improvement Division at City Council, other boards and commissions, and at professional and public meetings as required.

Maintains a high level of public relations with neighborhood associations and City residents.

Supervises, trains, develops, and evaluates assigned staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of organization, administration, personnel, and budget management.
Procedures, regulations, and practices in housing and redevelopment, financing, land acquisition, construction, rehabilitation, and historic preservation.
Principals of the Uniform Housing Code, zoning code, and local codes concerning health, sanitation, and property nuisances.
Private financial institutions, including procedures, requirements, and eligibility criteria pertaining to housing preservation and production.
Federal and state laws pertaining to funding sources.
Procedures, regulations, and practices in redevelopment, economic development, housing production and preservation, and maintenance enforcement.
Physical, social, and economic implications involved in community development and neighborhood improvement matters.
Principals of organization, administration, budget, and personnel management.
Computer applications related to work.

Ability to:

Plan, organize, supervise, review, and evaluate the work of staff in a manner conducive to independent judgment, high performance, and personal accountability.
Analyze, interpret, apply, and explain laws, rules, codes, and regulations related to housing production, preservation, and maintenance, neighborhood improvement, redevelopment, and economic development.
Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships.
Coordinate multiple projects and meet critical deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

EDUCATION AND EXPERIENCE: (Cont'd)

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, planning, community organizing, or a closely related field.

Experience:

Four years of increasingly responsible administrative experience in development in a public agency.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

Possession of a certificate for the completion of coursework under California Penal Code Section 832.