



Brandon L. King,
Mayor

The City of East Cleveland

14340 EUCLID AVENUE • EAST CLEVELAND, OHIO 44112 • PHONE (216) 681-5020 • FAX (216) 681-2650

JOB TITLE: Director of Housing Programs Full-time

DEPARTMENT: Housing Department, Housing Preservation office Exempt

SUMMARY: Incumbent manages the development, execution, and coordination of the City's Housing Inspection Department. Monitors and adjusts inspection and procedures, short and long-term planning, budget preparation, personnel administration, management of code enforcement activities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Directs the daily activities of the Housing Inspection Department.
- Monitors and evaluates staff to endure highest possible productivity and compliance with housing policies and procedures.
- Arranges administrative support through budgeting, planning and personnel administration.
- Analyzes departmental policies and procedures and makes adjustments, when appropriate, to ensure highest level of service.
- Performs short and long range planning for all housing programs.
- Meets with property owners, neighborhood or citizen groups, or any other organization to discuss the Housing Programs to promote the department's mission statement.
- Oversees the review of inspection reports to determine the appropriate actions taken by the City including granting extensions, closing reports, or referral to Housing Court.
- Develops and maintains a "nuisance abatement candidate" inventory and meets with other City staff to discuss strategies that will assist in achieving code compliance.
- Coordinates the nuisance abatement process in conjunction with and on behalf of the Housing (demolition, grass, repairs), Police (behavior, board ups), Fire (emergency demolition), Forestry (tree removal), Public Works (litter, grass) and Law Departments (appeals), including service of notifications, abatement, billing and lien certifications.
- Directs the City's Land Reutilization Program in cooperation with the Cuyahoga County Treasurer, Prosecutor, Real Property Department, and Land Bank
- Administers the disposition or development of City Land Reutilization properties in cooperation with the Mayor's Office and Development Partners to promote the City's Master Plan.
- Supervises the amendments or appeals to Point of Sale class "A" violation escrow requirements.
- Manages occupancy permit process for all commercial and residential properties.



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- Works with other city departments, e.g. Community Relations, Planning, Law, Office on Aging, Building, Courts, Public Works etc. in performance of code enforcement and housing activities.
- Maintains updated job descriptions on all department personnel.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Exercises supervision of personnel in related area of responsibility.

QUALIFICATIONS:

Knowledge of:

- Management principles
- Public administration and governmental operations
- Accounting and financial management principles
- Principles and procedures of strategic communications
- Applicable local, state and federal laws, codes, rules, and regulations
- Program development and administration principles and practices
- Project management principles
- Conflict mediation principles
- Budgeting principles
- Public relations principles

Skill in:

- Using computers and related software applications
- Listening and writing as well as outstanding organization and written and verbal communication.

Ability to:

- Monitor and evaluate employees
- Prioritize and assign work
- Provide leadership
- Analyze and develop policies and procedures
- Interpret and apply applicable laws, rules, codes, and regulations
- Prepare and administer budgets
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Ensure compliance with applicable federal, state, and local laws, codes, rules and regulations
- Analyze problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals



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- Speak in public
- Resolve conflict
- Manage change and sensitive topics
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Manage multiple projects and priorities simultaneously in a fast-paced environment; and the ability to create products and meet deadlines with minimal supervision required.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in a related field or five years of progressively responsible management experience directly related to the area assigned; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATION/LICENSURE:

Must have at the time of hire and be able to maintain a valid Ohio Driver's License.

ADDITIONAL INFORMATION:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

WORK ENVIRONMENT

Position is typically or administrative work and maybe substantially exposed to adverse environmental conditions.

Submitted by: R.K. on 2/21/2020