



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

ASSISTANT DIRECTOR OF SUSTAINABILITY, HOUSING, AND ECONOMIC DEVELOPMENT (SHED) COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE (CEDO)

POSTING DATE: July 8, 2015

RATE OF PAY: \$64,285-\$71,752 DOE

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Filled (updated)

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 21

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position oversees the Sustainable Housing and Economic Development Team within the Community and Economic Development Office. The primary focus is to implement the Department's project and policy priorities, while assisting businesses to grow. This position also oversees the Project and Policy Specialist Team working with a variety of housing and economic development projects.

ESSENTIAL FUNCTIONS:

- Direct and oversee the administration and budget of all housing and economic development programs as well as the sustainability and brownfields programs and their related projects.
- Assist the Director of CEDO in developing the CEDO department budget, working closely with the Clerk Treasurers office, the CEDO Leadership Team, and the Financial Assistant for CEDO.
- Encourage and support the development of the City of Burlington's economy through technical assistance to non-profits, grant applications, legislative initiatives, and financial and technical assistance to Burlington area businesses.
- Supervise the Sustainable Housing and Economic Development team including, hiring and performance management. Assess and schedule work and training, and evaluate performance and efficiency. Provide direct oversight to staff.
- Monitor the performance of consultants, contractors and governmental partners enlisted or funded to meet division program objectives.
- Oversee CEDO's development projects including financing, facilitation of external partners and serving as primary point of contact for other departments.
- Participate in the development of the City's Consolidated Plan and other strategic planning documents.
- Supervise the Economic Development staff in administering Business Revolving Loan Program and Rural Development programs.
- Oversee the revitalization of neighborhoods and districts and economic development policy as directed by the CEDO Director.
- Create opportunities to stimulate economic development and fund public infrastructure and/or public facilities with tax increment financing.
- Oversee multi-million dollar projects in both the Waterfront and Downtown TIF.
- Oversee, with assistance from the Senior Policy and Projects Specialist, both the portfolio of TIF projects and capacity in the TIF District.
- Participate in Community and public engagement as it relates to team programs and projects.
- Community relations and promotion of economic development programs to the community.
- Maintain regular contact with Housing and Urban Development (HUD) officials and other funding agencies on contract compliance issues.
- Provide economic development information for plans, reports, and other documents related to CEDO's funding sources.
- Serve as CEDO's point of contact for City Councilors, State Legislators and Congressional representatives on housing, and economic development policy for the City of Burlington; as well as non-profit and business leaders.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in Community Development, Business Administration, Planning, Public Administration, or a related field (equivalent training and experience may be substituted for educational requirements) required. Master's Degree preferred.
- Five (5) years of progressively responsible experience in housing and/or economic development, small business management, including program management with demonstrated proficiency required.
- Three (3) years of supervisory experience.
- Two (2) years' experience advising businesses required with the ability to critically evaluate small businesses and to provide them with support, information and advice.
- Knowledge of budget development and administration, including capital development budgeting and grant administration required.
- Knowledge of public and private sources for business financing.
- Ability to evaluate loans, business plans and financial projections, and to analyze financial feasibility of funding proposals.
- Knowledge of construction methods, techniques, and financing.
- Project development skills such as working knowledge of zoning process, building permit process, tax increment financing, as well as, City, State, and Federal regulations.
- Experience in grant-writing and municipal budgeting.
- Ability to communicate effectively both orally and in writing.
- Strong administrative abilities.
- Experience in hiring and supervising employees and private contractors.
- Experience in effective public process.
- Experience in City, State, and Federal legislative process.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume, cover letter and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website:

www.burlingtonvt.gov/HR

origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.