



**POSITION:** Community Development Director

**DEPARTMENT:** Community Development

**DATE POSTED:** November 29, 2011

**DATE CLOSED:** December 8, 2011

**WAGES:** \$57,391.00

**HOURS:** 8:30 a.m. – 4:45 p.m.

### **DEFINITION**

Professional position appointed by the City's Redevelopment Commission. Oversees Community Development and Neighborhood Stabilization Program (NSP) efforts within the City of Mishawaka. Responsible for working with and making recommendations to the Redevelopment Commission, Board of Public Works and Safety, Common Council and the Mayor. Responsible for executing and completing special projects, and any other task assigned by the Mayor. This position reports directly to the Mayor and has management responsibility over Community Development staff.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Oversee all HUD-funded activities. Report monthly to the Redevelopment Commission. Oversee all accounting tasks for the department, including but not limited to, loan servicing, bond servicing, accounts payable and receivable, payroll, purchasing and off-street parking. Monitor Davis-Bacon compliance and recordkeeping. Prepare and submit the HUD consolidated Annual Plan and Evaluation Report (CAPER). Prepare and maintain all Department budgets including CDBG, CDBG-R, HOME, NSP and Tax Incremental Finance (TIF) Districts. Report to HUD as required. Complete grant applications for Department activities. Create and/or update Department policies and procedures. Enter data in Integrated Disbursement Information System (IDIS). Ensure compliance with all applicable HUD programs' rules and regulations. Coordinate the Commercial Façade Loan Program. Oversee tasks performed by Community Development staff.

### **QUALIFICATIONS**

1. Bachelor's Degree required; Master's Degree preferred.
2. Minimum 3 years experience preferred
3. Some evening or weekend work required.
4. Valid driver's license required.
5. Familiarity with applicable federal programs preferred

Must adhere to the City of Mishawaka Drug and Alcohol Free Policy

**Send Resume to: Human Resources, City of Mishawaka, 600 E. Third St., Mishawaka, IN 46544,  
Fax to 574-254-0197 or email to [bbonham@mishawaka.in.gov](mailto:bbonham@mishawaka.in.gov)**

**EOE**