



CLASS SPECIFICATION

Class Code: 60019001
Date Established: 09/2021
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: exempt
Probation: 12 months

COMMUNITY REINVESTMENT MANAGER

DEFINITION

Under direction, plans, organizes, and directs the Community Reinvestment division within the Office of the County Manager in alignment with Washoe County's strategic plan and national best practices; develops strategies to address community-based needs for infrastructure and other supportive programming; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, grants management or a closely related field AND five years of full-time experience in grants administration and funding for community-based programs to include two years of full-time supervisory experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Direct, manage, and coordinate the activities and operations of the Community Reinvestment Program including the administration of programs and services to address human services, physical infrastructure improvement, renewable energy, broadband, economic development, arts and culture, and equity needs of the community.

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Direct and coordinate programs and limited approved projects under various funding sources; ensure project and program timelines and deliverables are effectively managed; review and evaluate work products, methods, and procedures; identify process improvements; align new and existing resources to solve problems and fill gaps; develop and implement recommendations to advance program objectives.

Oversee the administration of federal and state grant programs to improve services and opportunities for underserved families and individuals.

Prepare, administer, and monitor assigned budget(s) including recommending and monitoring expenditures for designated accounts, reviewing financial condition of assigned programs, and recommending/initiating corrective action to ensure financial integrity.

Contribute to development of the strategy, priority setting, resource allocation, objectives, long term and annual plans, and operating model for Washoe County to support the delivery of a wide range of high quality and necessary services, equitably to the community.

Provide leadership to ensure the viability of the Community Reinvestment Program by achieving established goals; coordinating efforts to meet established goals; interpreting and explaining federal regulations; researching potential funding sources to increase program capacity; responding to inquiries from various stakeholders in regard to all aspects of the Community Reinvestment Program.

Prepare and present written and verbal reports containing detailed findings and recommendations to address program objectives, gaps in service, and improvements to services and programs.

Coordinate with and serve as liaison to other County departments and external entities to assess human services, physical infrastructure, renewable energy, broadband, economic development, arts and culture, and equity needs; modify and develop programs to meet those needs.

Coordinate with community partners to identify and address community needs and participate in regional capacity building efforts.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area.

Countywide personnel policies.

Federal, state, and local legislative processes.

Budget development methods and techniques.

Computer software specific to the work of the department/division.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Interpret, apply, and explain complex federal, state and local laws related to areas of responsibility.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Community reinvestment program planning to include infrastructure, economic, human services, and cultural development.

Principles and practices of grant funding and administration.

Principles and practices of management, organization, supervision, and training.

Principles and practices of preparing grant applications and grants administration.

Environmental, social, economic, and institutional drivers that lead to disparate outcomes to community resources.

Ability to:

Plan, coordinate and direct assigned program area to accomplish established goals and objectives and optimize efficiency.

Identify and respond sensitively to gaps in equitable access to community resources; interact effectively with a diverse group of individuals from various socioeconomic backgrounds.

Evaluate work and program priorities, procedures, and processes to determine their effectiveness and efficiency.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Develop and deliver effective verbal and written presentations to a variety of audiences.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Effectively and professionally represent the assigned functions and programs to those contacted in the course of work including staff, management, elected officials, the public, community organizations and other agencies.

Establish, foster, and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.