

## DIRECTOR OF BUILDING AND HOUSING DEVELOPMENT

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Director for the department of Building and Housing Development. Serves as chief administrator of the Department of Building and Housing Development. This position requires a high level of administrative and supervisory work, including planning, directing, and controlling the activities, programs, and projects of the Department Building and Housing Development (DBHD). The Director is responsible for fiscal oversight of the Departmental budget that is federally funded by the Department of Housing and Urban Development (HUD) through Lead Hazard Reduction, CDBG, HOME, and ESG grant entitlement awards. Additionally, the Director oversees the Vacant Property Reinvestment Board and assists related boards or commissions as assigned by the Mayor's Office or as deemed necessary by position. Such boards may include: Zoning Hearing Board, Harrisburg Architectural Review Board, Harrisburg Planning Commission, and Building and Housing Code Board of Appeals. Duties performed involve the responsibility for developing and enforcing policy, formulating long range Departmental goals and objectives that are in alignment with the City's strategic and comprehensive plans, and ensuring HUD compliance. Responsible contact with individuals and other agencies is a significant aspect of the work. General direction is received from the Mayor or Business Administrator and work is reviewed regularly for the achievement of desired objectives and HUD compliance.

Qualified candidates will possess a master's degree in public administration, political science, community development, economic development, planning or a related field, or any equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities. Extensive experience in public administration, preferably in local government. A valid Pennsylvania Driver's License, Class C, or equivalent is required.

The annual salary range is \$80,000 to \$90,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE:****M-28****Director of Building and Housing Development – Department of Building and Housing Development****DEFINITION:**

Serves as chief administrator of the Department of Building and Housing Development. This position requires a high level of administrative and supervisory work, including planning, directing, and controlling the activities, programs, and projects of the Department Building and Housing Development (DBHD). The Director is responsible for fiscal oversight of the Departmental budget that is federally funded by the Department of Housing and Urban Development (HUD) through Lead Hazard Reduction, CDBG, HOME, and ESG grant entitlement awards. Additionally, the Director oversees the Vacant Property Reinvestment Board and assists related boards or commissions as assigned by the Mayor's Office or as deemed necessary by position. Such boards may include: Zoning Hearing Board, Harrisburg Architectural Review Board, Harrisburg Planning Commission, and Building and Housing Code Board of Appeals. Duties performed involve the responsibility for developing and enforcing policy, formulating long range Departmental goals and objectives that are in alignment with the City's strategic and comprehensive plans, and ensuring HUD compliance. Responsible contact with individuals and other agencies is a significant aspect of the work. General direction is received from the Mayor or Business Administrator and work is reviewed regularly for the achievement of desired objectives and HUD compliance.

**EQUIPMENT/JOB LOCATION:**

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center. Duties are typically performed weekdays between 8:00 a.m. and 5:00 p.m.; however, field work at project sites and occasional weekend, evening and holiday work is required. Periodic travel to conferences and meetings is essential. A wide range of office, computer, communications and records storage and retrieval equipment is necessary for daily use.

**ESSENTIAL FUNCTIONS:**

Provides direction to DBHD staff on the implementation of City ordinances, state and federal regulations as they relate to funded projects and programs, Mayoral policies, and departmental procedures. Develops operational plans for the Department to ensure that established goals and objectives are met. Provides overall supervision and coordination of federal and state financial funding received and assigned to the Department. Serves as representative of the City to various interagency technical and coordinating committees, commissions, and authorities as assigned by the Mayor. Represents the Administration and the Department before City Council, boards, and commissions, and before neighborhood and community groups. Serves as principal liaison between private developers and various City departments and agencies. Develops request for proposals (RFP), request for quotes (RFQ) and scope of work descriptions required for contract procurement. Ensures that departmental programs are operated in compliance with federal, state and local laws and regulations. Evaluates various departmental programs

**JOB TITLE:****M-28****Director of Building and Housing Development – Department of Building and Housing Development****ESSENTIAL FUNCTIONS (CONT.):**

and initiatives for effectiveness and recommends changes to staff and the Mayor as appropriate. Meets with citizens, community groups, federal and state agencies, and others to identify and resolve conflicts and disputes. Identifies staff training and career development programs. Develops, monitors, and oversees the department budget and fiscal operations. Identifies emerging community needs and develops and recommends new departmental programs to meet City needs based on CDBG and other federal program guidelines and eligibility. Responds to all HUD written and oral inquiries, concerns, and findings in a timely fashion. Responsible for outward facing communication, including ensuring that the DBHD webpage is updated and accurate. Works closely with other departments and the Harrisburg Redevelopment Authority (HRA) regarding the demolition, acquisition, and disposition of City-owned, land bank, and HRA properties. Supervises the administration of City personnel policies, work rules, and union contracts within the department. Ensures compliance with affirmative action and equal employment opportunity (EEO) guidelines in personnel matters, including recruitment and training of new personnel. Identifies local, state and federal resources needed to accomplish departmental and Mayoral goals and objectives. Provides information to the public on departmental programs and activities. Evaluates departmental operations to ensure timely delivery of services to the public. Undertakes special projects as directed by the Mayor.

**NON-ESSENTIAL FUNCTIONS:**

Performs other related duties as directed.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Extensive knowledge or proven ability to apply HUD regulations and to comply with HUD guidelines, regulations, and policies.
- Knowledge of federal and state regulations related to lead-based paint.
- Extensive knowledge of 24 CFR regulations and Title 42.
- Considerable knowledge of the scope and objectives of community planning and economic development.
- Proven ability to analyze complex problems and reach sound conclusions.
- Ability to understand and apply the techniques and practices of planning, research, zoning and codes administration.
- Comprehensive knowledge of the principles and practices of community development activities, brownfields development, affordable housing development, and economic development projects and the development and instillation of public facilities, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, and homeowner assistance.

**JOB TITLE:****M-28****Director of Building and Housing Development – Department of Building and Housing Development****REQUIRED KNOWLEDGE AND ABILITIES (CONT.):**

- Thorough knowledge of municipal capital budgeting and grant-based accounting practices.
- Thorough knowledge of the principles and practices of public administration and/or community economic development.
- Knowledge of legal concepts and legislation basic to planning and community development.
- Knowledge of state and federal grant programs and procedures necessary to obtain and retain funds.
- Working knowledge of the organization and function of municipal and other agencies active in the fields of planning, community, and economic development.
- Knowledge of accepted supervisory practices and techniques.
- Proven ability to organize, direct, and control the work of subordinates engaged in major projects.
- Demonstrated ability to present ideas effectively in oral, written, or graphic form.
- Ability to establish and maintain effective work relationships with employees, associates, civic, community, and private sector groups and the general public.
- Good judgment and a high level of integrity.
- Good physical condition.

**QUALIFICATIONS:**

Completion of a master's degree in public administration, political science, community development, economic development, planning or a related field, or any equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities.

Extensive experience in public administration, preferably in local government.

Valid Pennsylvania Driver's License, Class C, or equivalent is required.