



# JOB ANNOUNCEMENT

**Administrative Manager- Community Engagement Manager**  
 (Formally known as Community Engagement Healthy Homes Initiative Manager)  
**Department of Community Development**  
**Director's Office**  
**NeoGov 05999**

<b>Position:</b>	Manager, Community Engagement Manager	<b>Classification Salary Range:</b>	\$31,200.00 - \$145,000.00
<b>Division:</b>	Director's Office	<b>Employment Status:</b>	Full-time
<b>Civil Service Classification:</b>	Administrative Manager	<b>Union:</b>	No
<b>Work Days:</b>	Monday-Friday	<b>Work Hours:</b>	8:00 am-5:00 pm

## Civil Service Duty Statement

Under administrative direction, is responsible for planning, managing, developing work rules, training, coordinating, and administering all activities and personnel of such staff positions as administration, citizen participation, research, and finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Performs other job-related duties as required.

## Additional Departmental Duties

- Responsible for planning, managing, coordinating and administering all activities and field personnel in implementing the community engagement strategy for the Department.
- Manage the Community Engagement Specialists, which includes monitoring fieldwork as well as ensuring all field data is captured for analysis and evaluation.
- Community Engagement Specialists will be responsible for serving neighborhoods and will be housed in CDCs (Community Development Corporations), reporting to the CDC Executive Director and the Community Engagement Specialist Manager.
- Work with the CDC team, Building and Housing Department and City Council members to determine which areas of a neighborhood have the most need.
- Chair the Community Engagement Specialist Healthy Home Taskforce in the absence of the Commissioner of the Division of Neighborhood Services (DNS).
- Responsible for developing and coordinating training classes and forums for tenants, homeowners and landlords on at least a quarterly basis; covering lead safe work practices and general housekeeping, focusing on the management of duties and chores involved in the running of a household, such as environmental cleaning, healthy cooking, laundry and home maintenance.
- Work with the DNS maintenance programs, which includes the Exterior Paint Program, Interior Paint Program, Gutter Program, Tree Trimming Program, Door Replacement Program, Window Replacement Program, Furnace Replacement Program, Furnace Repair Program and Hot Water Tank Replacement Programs and any other home maintenance programs for the Department, as implemented.

- Responsible for the managerial oversight of the program design, implementation, unit production and all reporting requirements to the DNS Commissioner.
- Responsible for budget oversight, which includes approving payments from the CDCs for the Community Engagement Specialists.
- Coordinate efforts with the Home Maintenance Program Manager, which includes administering the field components of the Paint Program and other home maintenance programs as developed.
- Responsible for the oversight of the Community Engagement Specialists to ensure compliance with the program requirements, other home maintenance programs and the CDC contract.
- Responsible for forecasting the needs of the program which includes identifying and connecting housing occupants with external and internal housing issues; building trust with residents; developing written communication and providing technical assistance around home repair.
- Controls in addressing lead hazards, home maintenance measures and selecting contractors.
- The Divisional liaison to the Department of Building and Housing, Public Health Department, Law Department, Community Relations Department, Department of Aging, housing rehabilitation agencies, Lead Coalition and the Executive Directors of the assigned Community Development Corporations to ensure the needs of the residents are being met.
- Responsible for ensuring compliance of the local housing code as well as, state and federal lead requirements.

### **Civil Service Minimum Qualifications**

A High School Diploma or GED is required. A Bachelor's Degree is required. Four years of full time paid management or administrative experience is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required.

### **Additional and Preferred Department Qualifications**

- Five years of project, management experience is preferred.
- Knowledgeable in programs funded by HUD and other federal programs and the corresponding regulations.
- Knowledgeable in Federal, State and Local Lead regulations.
- Must have strong analytical skills and must be detail oriented.
- Five years of detail office environment experience including developing and managing a budget, projecting workflow and managing outside partners.
- Ability to navigate through and integrate multiple servicing systems to carry out a program.
- Ability to write procedures, correspondence and train others.
- Advanced Microsoft Excel skills are preferred.
- Two years experience in lead hazard reduction work.
- Two years experience in construction estimating and pricing.
- Two years experience writing and/or reviewing work specifications.
- Five years experience supervising others.
- Knowledgeable in health, and building and housing codes; which include local, state and federal regulations for Lead Hazard Control work.

Anticipated Salary is \$60,000.00 to \$70,000.00

*All interested applicants should e-mail a bid form, cover letter and resume to [amosby-miles@clevelandohio.gov](mailto:amosby-miles@clevelandohio.gov) or mail to Ashley Mosby-Miles, Department of Community Development, 601 Lakeside Avenue, Room 320, and Cleveland OH 44114.*

***THE CITY OF CLEVELAND IS AN EQUAL OPPORTUNITY EMPLOYER***