



JOB ANNOUNCEMENT

**Administrative Manager- Middle Neighborhoods Project Director
Department of Community Development
Director's Office
NeoGov 06010**

Position:	Middle Neighborhoods Project Director	Classification Salary Range:	\$31,200.00 - \$145,000.00
Division:	Director's Office	Employment Status:	Full-time
Civil Service Classification:	Administrative Manager	Union:	No
Work Days:	Monday-Friday	Work Hours:	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

The Middle Neighborhoods Project Director will lead the Middle Neighborhoods Initiative and report to the City of Cleveland's Community Development Director. To create a mixed income, middle class city, Cleveland needs to foster the development of neighborhoods that appeal to families and that are affordable to those who fall above HUD's 80% AMI threshold.

In order to develop a strategy around the development and creation of middle income neighborhoods, Community Development needs a seasoned professional over two years who will be focused on this effort.

Cleveland needs to build economic opportunity for residents and new families that want to live in Cleveland's neighborhoods. Rather than our work being driven solely by what HUD will fund, this position seeks to leverage existing and potential non-federal funds to invest in Cleveland designate Middle Neighborhoods.

The work of the-staff person will extend beyond Cleveland Community Development, assisting with the Development cluster's broader strategy and tool exploration and possibly partnering with Community Relations, the Police and Workforce Development.

The Project Director's Scope of Work will include but is not be limited to:

1. Implement and administer Departmental program focused on Middle Neighborhoods including:
 1. Housing Gap Financing for new construction and rehabilitation
 2. Model Block Program
2. Implement and administer contracts with outside partners focused on Middle Neighborhoods including:
 1. Loan Loss Reserve Program
 2. Grants and Loans Home Repair and Rehabilitation
3. Participate in the National Middle Neighborhoods Initiative and other relevant forums.
4. Perform research necessary to direct and assess the effectiveness of the Middle Neighborhoods Program.

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.

Anticipated Salary is \$70,000.00 to \$80,000.00

All interested applicants should e-mail a bid form, cover letter and resume to 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