



## CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

### Deputy Dir. of Housing & Community Revitalization (Unclassified)

Department of Development

Location: Cuyahoga County Administrative Headquarters  
2079 East 9th Street  
Cleveland, OH 44115

Rate: Commensurate with experience

Reports to: Development Director

Hours: 8:30 AM to 4:30 PM  
Monday - Friday

**REQUIREMENTS:** Bachelor's degree in business, public administration or a related field; related management experience including supervisory and /or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**RESPONSIBILITIES:** Directs the staff, resources, operations and programs directly related to the county's efforts to improve housing conditions countywide. In consultation with the Director, the Executive and colleagues, directs the development of work plans, goals and objectives for housing programs and policymaking. Administers, or directs the administration, of the department's housing programs, including but not limited to the Cuyahoga County Demolition Bond Fund Program. Collaborates, informs and engages with subject matter experts, advocates and stakeholders, internal and external, to assess and determine best practices for cities and the county germane to housing issues. When requested, advises the County Executive and County Council on policies and programs related to housing; coordinates plans and operations with administrative department directors, managers and executives of government agencies, municipalities, contractors and community organizations; attends Council meetings; presents agenda items. Supervises managers and other department staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave). Analyzes management issues and problems; prepares reports of findings and recommendations; and reviews reports and recommendations prepared by subordinate staff.

**APPLICATION PROCEDURE:** Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

### POSITION WILL REMAIN OPEN UNTIL FILLED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

**Equal Opportunity Employer - Smoke-free and Drug-free Workplace.**

Visit our website: [www.cuyahogacounty.us](http://www.cuyahogacounty.us)

Posted: 01/15/2015