



# City of Peoria

## HUMAN RESOURCES

### **Title:** Neighborhood and Revitalization Manager

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Planning and Community Development Director.  
Exercises direct supervision Professional and Para-professional staff.  
This classification may supervise contract, temporary or seasonal employees.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

**JOB SUMMARY**

The purpose of this position is to plan, organize, manage, and implement activities that address community and citizen needs through multiple complex and technical programs and grants. Establishes strategic goals and objectives; manages staff; develops and manages budgets; implements citywide programs and projects; manages multiple complex and technical grants; serves as technical advisor; resolves issues; serves as liaison between City and federal agencies, service organizations and providers, community groups, and residents.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<b>#</b>	<b>Essential Functions</b>
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages and directs division. Defines mission and goals; develops plans, strategies, and objectives; directs activities; communicates and presents to Council members, neighborhood leaders, non-profit executives, the general public, and City staff; serves as liaison to the City Council Not-For-Profit and Housing Subcommittee; provides technical support to Department Director.
3	Represents the City at meetings with federal, local governmental and county agencies, and the public to discuss, negotiate and resolve issues or develop additional programs; implements programs; develops partnerships with other departments, governments, agencies and groups.
4	Develops and maintains oversight of divisional and federal budgets (e.g. HOME, CDBG, etc.) and expenditures (spanning 4 divisions for budgeting purposes); participates in departmental budgeting and strategic and operational planning efforts; engages in future planning; sets goals; estimates costs, time, and resource needs associated with goals.
5	Provides leadership to programs. Provides technical assistance; ensures compliance with local, state, and federal regulations; monitors compliance of outside agencies through formal reviews and reports; develops and implements policies and procedures to ensure City compliance with technical federal regulations.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.