



CLASS SPECIFICATION

Class Title: Community Services Manager
Department: Community and Economic Development
FLSA: Exempt

Class Code: 7782
Grade: 28
Eff. Date: 10/10/2025

GENERAL PURPOSE

Under the guidance and direction of the Community and Economic Development Director, performs professional and administrative work in overseeing affordable housing initiatives, homelessness response initiatives, and community development grants.

EXAMPLE OF DUTIES

Develops and implements a strategic plan for affordable housing initiatives with a focus on development of permanent supportive housing project(s) including creating and managing relationships with affordable housing developers, housing and social service providers, and local and state government agencies. Establishes and oversees affordable housing programs and services that help low/moderate income households afford and preserve homeownership.

Conducts needs assessments and gap analyses to identify priorities and strategies that prevent homelessness and help those currently experiencing homelessness stabilize and transition out of homelessness. Oversees the county's homelessness response programs ensuring they are effective, efficient, and aligned with best practices.

Utilizes effective communication strategies to develop and maintain strong relationships with local, state and federal agencies including the Department of Housing and Urban Development (HUD), the Utah Office of Homeless Services (OHS), Olene Walker Housing Fund (OWHF), Utah Impact Partnership (UIP), Davis Community Housing Authority (DCHA), etc.

Monitors and evaluates performance and outcomes of programs, using data to inform decision-making and selection of the most effective solutions.

Provides strategic direction to community services staff on local, state and federal grant opportunities that should be pursued to support the goals of the community services division.

Supervises community services staff; provides or arranges training for new employees; determines work priorities; assigns and monitors work; evaluates performance; addresses performance problems in a timely manner and initiates corrective and disciplinary actions in compliance with County policies, procedures, practice and applicable employment laws.

Serves on the board of various affordable housing and homeless response agencies including the Local Homeless Council, Balance of State Continuum of Care, DCHA, etc.

Engages with municipalities and the community to raise awareness and foster support for affordable housing and homeless response initiatives.

Stays informed about current best practices and regulations related to affordable housing and homelessness reduction and mitigation.

Prepares and administers department budget, including budget requests; monitors departmental expenditures within approved budget. Ensures compliance with all County financial policies, procedures, and practices.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in business management, urban planning, economics, public policy, public administration or a related field.

Requires six (6) years of full-time progressive professional experience in community development, housing and/or social services. Experience must include budget administration, three (3) years of supervision, and administration of community development programs.

An equivalent combination of education and experience may be considered.

Preference for a related Master's degree.

2. Other Requirements:

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: government, affordable housing development, homelessness response; strategic planning; housing; redevelopment; capital improvement planning; State land use law; grant writing/administration; and principles of public relations.

Skill in: public, media and social media relations; communicating professionally; speaking and presenting in front of audiences; using all applicable computer hardware and software programs.

Ability to: build consensus for successful inter-governmental initiatives; exercise sound judgment and make sound decisions; coordinate work and services with multiple organizations; communicate effectively (orally and in writing); compose professional correspondence, reports, contracts and other documents; work for sustained periods of time maintaining concentrated attention to detail; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, committees, boards, other agencies and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities***