

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Executive Director of the Affordable Housing Commission

CLASS CODE: 1722

GENERAL DESCRIPTION OF DUTIES:

Incumbents shall carry out the functions, duties and purposes of the Affordable Housing Commission and perform such additional duties as assigned by the Mayor.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Mayor's Administrative Series – Special/Administrative Assistant to the Mayor Group Job Family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for implementing the loan, grant and other programs approved by the Affordable Housing Commission and coordinating such efforts with other City and/or private agencies.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within program guidelines. Incumbents generally report to an executive level administrative official.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any on position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Assigns work to and reviews performance of subordinate staff; provides feedback.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Assists the Affordable Housing Commission in conducting studies of the quantity and quality of affordable and accessible housing in the City of St. Louis.

Assists in the development of loan, grant and other programs to support the Commission's goals.

Manages the disbursement of loans, grants and other services approved by the Commission and in accordance with Commission standards, rules and regulations.

Coordinates activities to ensure that there is no program duplication between the Affordable Housing Commission and other City agencies.

Prepares and issues an annual report summarizing the programs, services and expenditures of the Affordable Housing Commission; setting forth the state of affordable housing in the City of St. Louis; and an evaluation of the performance of various City departments and other public agencies relating to the development and preservation of affordable and accessible housing in the City of St. Louis.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a group of employees. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer terminal, telephone, calculator, computer printer and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, budgets, requisitions, purchase orders, contracts, personnel policies, overtime requests, payroll records, performance evaluations, program manuals, real estate documents, maps, legal documents, public notices, program forms, computer software operating manuals, regulations, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; interpret descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

None.

Sensory Requirements:

None.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.