



City of Gainesville
Text File Report
Staff Recommendation

City Hall
200 East University Avenue
Gainesville, Florida 32601

Legislative File Number **980994**

..Title

Increase Housing Manager, managerial pay grade 72 (\$36,605-\$55,047) to managerial pay grade 73 (\$38,047-\$57,215).

..Explanation

Survey data for Housing Managers from municipalities in our survey group indicates that the City lags the market. Job analysis and the position's relationship to other division heads within the Community Development Department supports reassignment to pay grade 73.

..Fiscal Note

The Office of Management and Budget concurs that the fiscal impact will amount to a cost in Personal Services of approximately \$3,000 annualized.

..Recommendation

The Personnel & Organizational Structure Committee recommends the City Commission approve reclassifying Housing Manager from managerial pay grade 72 (\$36,605-\$55,047) to pay grade 73 (\$38,047-\$57,215).



City of Gainesville
Master Report

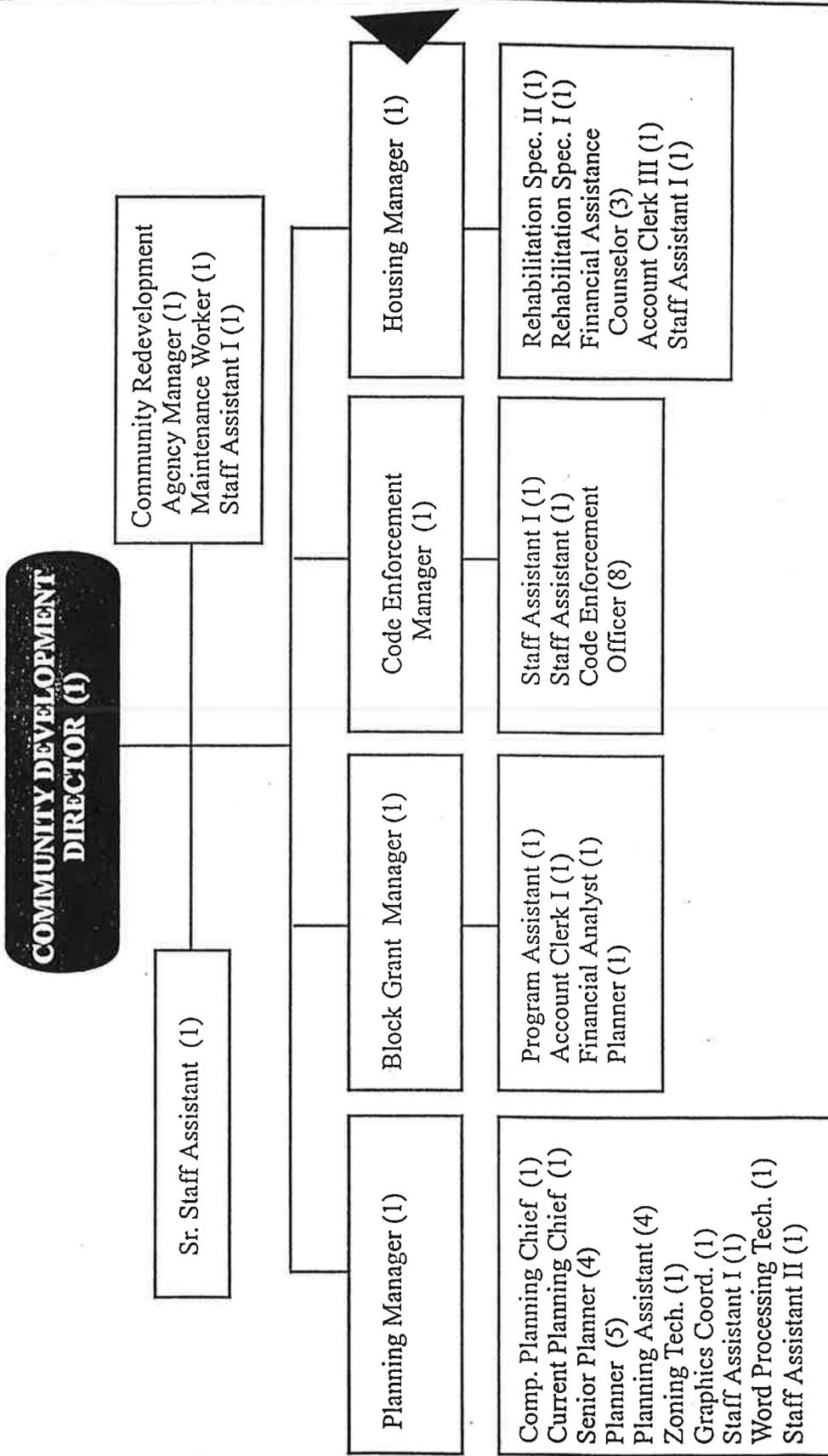
City Hall
200 East University Avenue
Gainesville, Florida 32601

File Number 980994	File Type Staff Recommendation	Status On Consent Agenda
Version 0	Reference	In Control Personnel and Organizational Stru
File Name Housing Manager (B)		Introduced 1/21/99
Requester	Cost	Date Passed

Notes	Title ..title Increase Housing Manager, managerial pay grade 72 (\$36,605-\$55,047) to managerial pay grade 73 (\$38,047-\$57,215). ..Explanation Survey data for Housing Managers from municipalities in our survey group indicates that the City lags the market. Job analysis and the position's relationship to other division heads within the community Development Department supports reassignment to pay grade 73. ..Fiscal Note The Office of Management and Budget concurs that the fiscal impact will amount to a cost in Personal Services of approximately \$3,000 annualized. ..Recommendation The Personnel & Organizational Structure Committee recommends the City Commission approve reclassifying Housing Manager from managerial pay grade 72 (\$36,605-\$55,047) to pay grade 73 (\$38,047-\$57,215).
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Indexes			Sponsors			
History of Legislative File 980994						
Ver	Acting Body	Date	Action	Sent To	Due Date	Pass/Fail
0	Personnel and Organizational Structure Committee	1/21/99	Recommended for Approval			P

COMMUNITY DEVELOPMENT DEPARTMENT FY 98 ADOPTED ORGANIZATION CHART



Total Employees - 50

HOUSING MANAGER

NATURE OF WORK

This is administrative and advanced technical work supervising the Housing Division in providing financial and construction services to clients.

CLASSIFICATION STANDARDS

Position allocated to this classification reports to Community Development Director and work under general supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its technical nature.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Coordinates, assigns and supervises work implementing rehabilitation program and related activities.

Recommends selection, promotion, discharge and other appropriate personnel actions.

Prepares annual budget for division.

Coordinates with the Director and other staff members on codes and inspections affecting rehabilitation.

Directs work of rehabilitation specialists and other employees and adjusts schedules as needed.

Reports to the Community Development Director on progress of work and prepares necessary reports.

Keeps records of program activities, including forms required for federally assisted programs.

Prepares work orders for requests from other divisions or departments.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Stays current with new developments in housing by attendance and participation in conferences, seminars and legislative meetings.

Makes presentations to community groups on program activities.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university, with major course work in public administration, planning, civil engineering, architecture or building construction and five years progressively responsible experience in planning, housing, urban renewal, construction, redevelopment or rehabilitation, including two years in a responsible supervisory position.

LICENSES/CERTIFICATES

Prefer certification as a Building/Rehabilitation Inspector or Building Official issued by the Southern Building Code Congress International, Inc., Building Officials Association of Florida or Council of American Building Officials or Certification as a Rehabilitation Construction Specialist issued by the National Association of Housing and Redevelopment.

NOTES

May be required to attend meetings outside business hours.

SELECTION FACTORS

Considerable knowledge of the housing industry, including familiarity with construction development financing methods, materials and labor costs and knowledge of state and federal programs for housing assistance.

Considerable knowledge of local, state and federal rehabilitation activities.

Considerable knowledge of principles and practices of public administration and budgeting.

Knowledge of requirements and differences in rehabilitation construction activities.

Some knowledge of code enforcement, building inspection and City procedures related to rehabilitation construction.

Ability to direct and coordinate the work of others and to advise and train subordinates.

Ability to discuss problems and complaints tactfully, courteously and effectively.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees and the general public.

Ability to maintain clear and concise records and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to read and interpret plans and specifications and to write clear, concise specifications and sketch plans and compare those plans with construction in progress.

Ability to implement and supervise bidding and negotiations required in public sector contracting.

Human Resources Department:



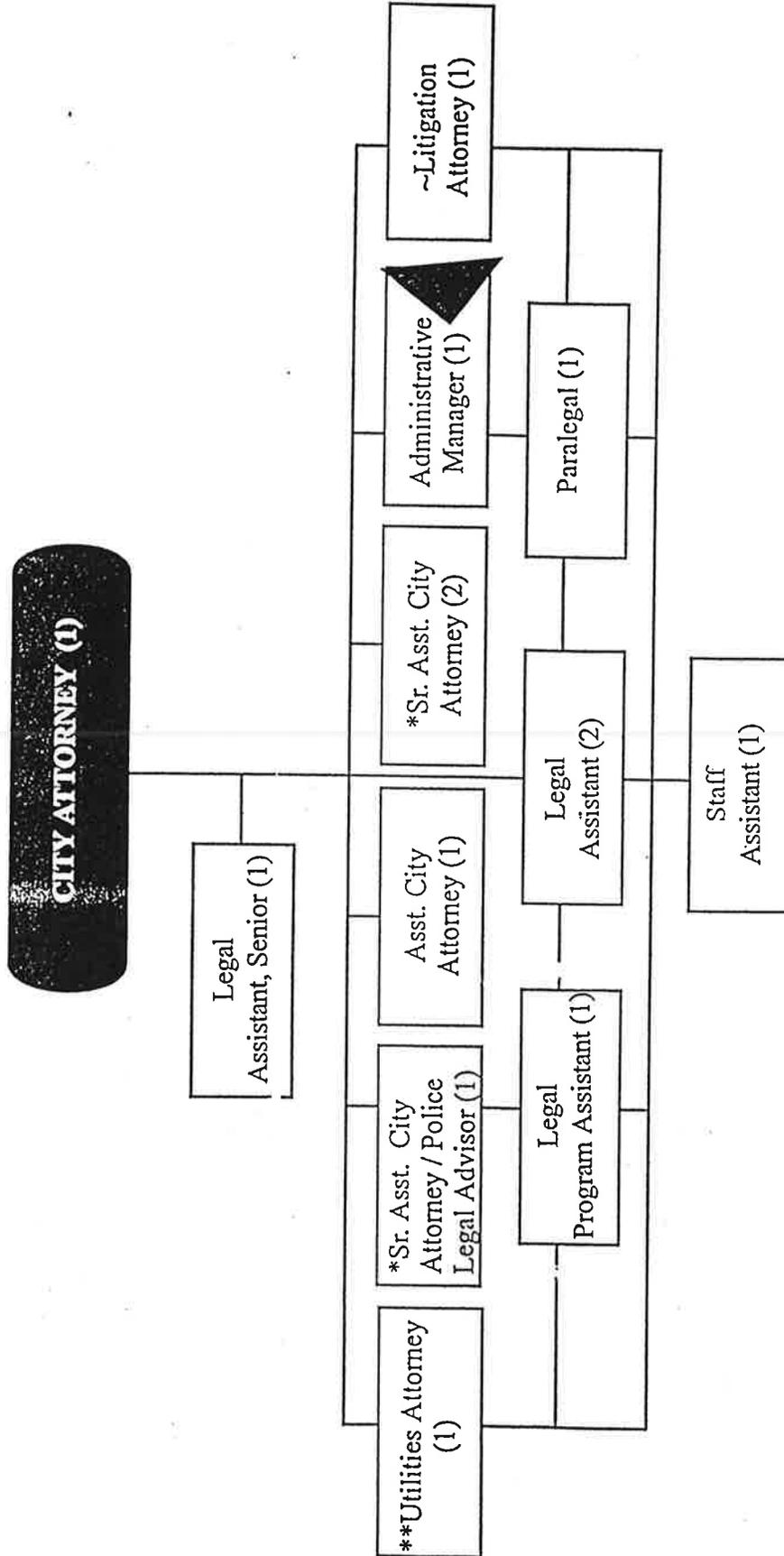
1 5/30/97
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 4/1/97.

CITY ATTORNEY FY 98 ADOPTED ORGANIZATION CHART

Current

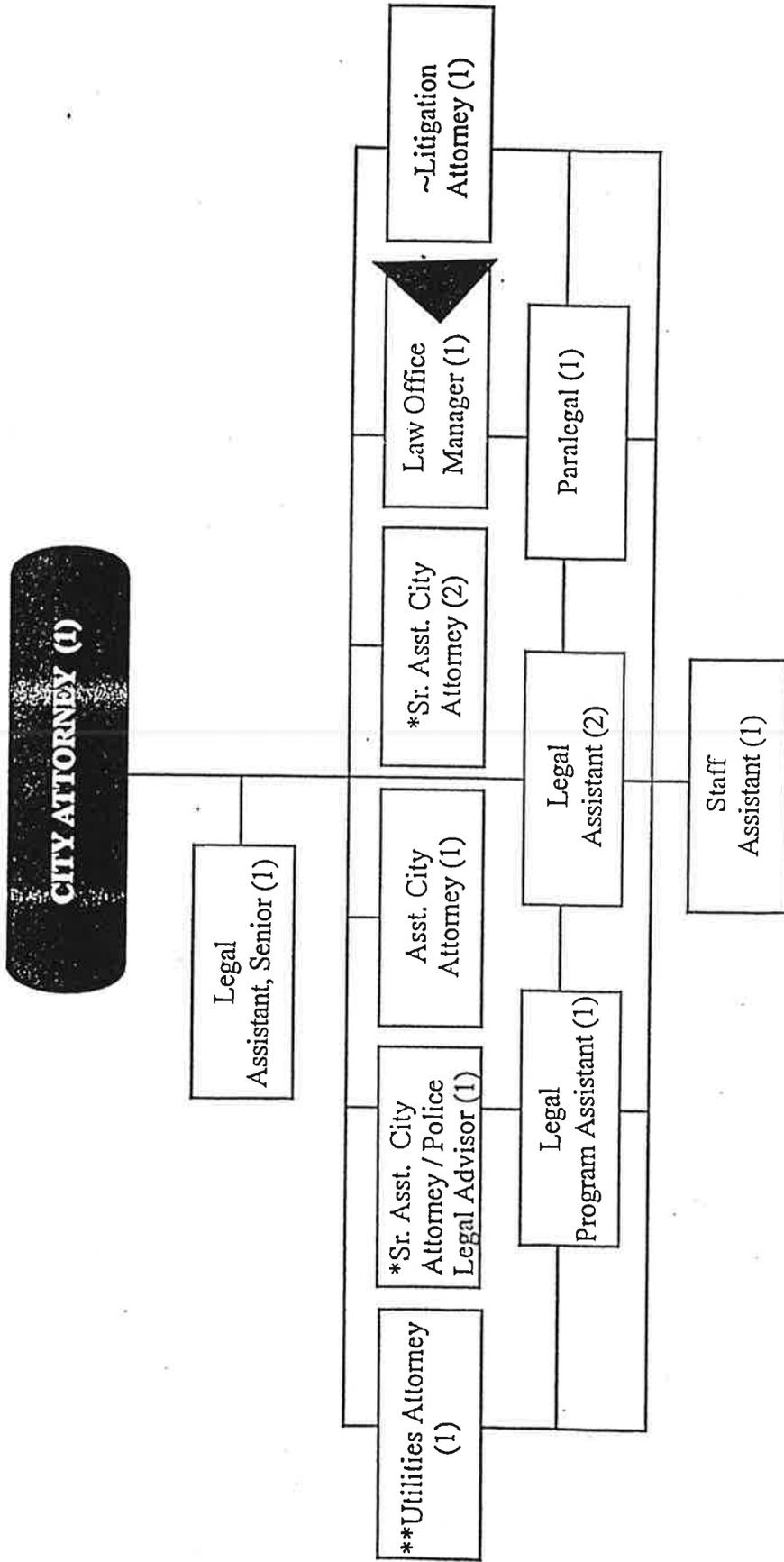


**Gainesville Regional Utilities position which reports to the City Attorney
~Litigation Attorney (0.5) funded from General Insurance Fund

Total Employees - 13

CITY ATTORNEY FY 98 ADOPTED ORGANIZATION CHART

Proposed



**Gainesville Regional Utilities position which reports to the City Attorney
~Litigation Attorney (0.5) funded from General Insurance Fund

Total Employees - 13