

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Manager-Homeless Services	Department:	Community Development
Requisition Number:	2024303		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$75,500.00 - \$84,500.00
Date Posted Up:	12/23/2024	Date Posted Down:	Until filled
Time Up:	4:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the Deputy Director for the Office of Housing and Neighborhood Services, the incumbent is responsible overseeing the city’s efforts to address homeless services. This role involves strategic planning, program development and collaboration with various stakeholders to ensure effective service delivery. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City staff, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Develops and implements comprehensive strategies to reduce homelessness and improve mental health services within the city;
- Maintains data and statistics on the City’s existing homeless population and services;
- Facilitates the work of various commissions, work groups and city departments to innovate new programs, promote systems change, and champion best practices;
- Coordinates with other agencies and City departments regarding the needs and conditions of homeless encampments;
- Facilitates the monitoring of homeless camp activities and notifies city staff of any health, safety, and maintenance issues;
- Researches and develops applications for grants and other funding sources to support homeless services;
- Networks with City departments and the business community to create expanded services and employment opportunities for homeless people;
- Serves as liaison on homeless issues with neighborhood representatives, non-profit and public agencies and coalitions;
- Builds and maintains partnerships with non-profit organizations, service providers, community groups, and government agencies;
- Coordinates the City’s policies and activities with local, regional, state, and federal homeless programs;
- Engages with individuals experiencing homelessness and those with mental health needs to inform them of policy and program development;
- Participates in community engagement, including public education and neighborhood engagement.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure

of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination of work experience and academic pursuit equivalent to a bachelor's degree and five years increasingly responsible experience in public administration, human services, or a related field; Broad knowledge of the principles, objectives and procedures of comprehensive planning. Experience working with diverse agencies and community groups in a local government or non-profit agency preferred.

LANGUAGE SKILLS

Ability to objectively analyze and recommend solutions to planning problems and issues. Ability to write and speak clearly and concisely to produce reports and proposals, and make oral and graphic presentations; and knowledge and understanding of basic word processing, spreadsheet and database software.

REASONING ABILITY

Ability to review the work of engineers, design or other consultants' plans and recommendations. Incumbent is expected to contribute toward resolving many complex issues concerning departmental goals and objectives. A considerable portion of the work will entail project development and studies along with administrative duties. Independent analysis and plan development is expected with minimal direction.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License, if a City vehicle is used.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

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.

Ability to establish and maintain effective working relationships with staff members, other planning units at city, county and state levels, as well as other governmental agencies and a variety of community and interest groups;

Incumbent will have daily interactions with City staff members, consultants, contractors, neighborhood associations, community groups, other planning units, various local, state and federal agencies and general public to carry out and coordinate the plans and programs of the department.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions including to wet and/or humid conditions and precarious places.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.