City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Community Enrichment Division Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CDMG</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU21</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>11/16/2021</td>
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General Summary: Administer the City of Rapid City Community Development Block Grant Program funds and other Community Development programs and grants.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Ensures compliance with all local and federal regulations, including but not limited to contract compliance, project oversight, and the disbursement of funds.
- Initiates contacts with and assists community groups, businesses, neighborhood groups, and individuals to develop projects eligible for Community Development Block Grant funding including public service, economic development, infrastructure, public facility, and affordable housing projects.
- Develops various policies, plans, and reports as required by the U.S. Department of Housing and Urban Development, including, but not limited to, financial and statistical reports, multi-year Strategic Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, Fair Housing Analysis, Resident Participation Plans, and program policies and procedures to ensure compliance with all laws and regulations.
- Develops program budgets.
- Monitor’s Davis-Bacon and Related Acts contract requirements including certified payroll and Section 3 compliance.
- Serves as the CDBG program’s lead point of contact for the City audit firm and HUD monitoring activities.
- Reviews requests for and develops complex economic and community development assistance packages, including but not limited to Tax Increment Financing project plans, Community Development Block Grant applications, and other similar economic development assistance programs.
- Negotiates and executes performance contracts.
- Provides business and community development assistance and coordination for a wide range of economic development activities, as well as state, local, and federal assistance programs.
- Undertakes office activities, maintains accounting records, claims, purchase orders, mortgage and compliance documents, and other matters relating to budgetary requirements.
- Oversees loan paybacks from program loans, works with former clients and financial institutions with requests for loan subordination and seeks collection for delinquent accounts.
- Assists the Community Development Director in formulating department operating policies, plans, and procedures.
- Coordinates with submittal deadlines and public notice and mailing requirements.
- Evaluates and implements the City’s Tax Increment Financing Policy.
- Directs, coordinates, and manages the activities of the Tax Increment Financing Administrator.
- Reviews complex application requests for Tax Increment Financing.
- Oversees all other activities related to the use of Tax Increment Financing.
- Directly supervises employees within the Community Enrichment Division.
- Works closely with other department personnel.
- Conducts media interviews and makes oral presentations to the City Council and other public bodies and citizen groups.

Qualifications:

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in business administration, public administration or related field and four years progressively responsible experience in Community Development, including real estate, commercial lending, or construction, Community Development Block Grant programs and applicable regulations, or seven years of progressively responsible experience with Community Development Block Grant programs, economic development programs, and community business development programs and activities.

**Other Skills and Abilities**

Federal grant and lending compliance background, property rehab or development knowledge, and grant writing experience.

**Certificates, Licenses, Registrations:**

Must possess a valid driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*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.*

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**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 talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.