



City of Kansas City, Missouri Job Class Specification

Job Title: NHS SENIOR PROGRAM SPECIALIST **Department:** NHSD
Job Code: 4128 **Status:** EXEMPT **Grade:** EX-3

Summary

This is responsible administrative and professional work in supervising a program or section of a major division of the department. Under general professional or policy direction, an employee supervises and administers activities in housing and community development, neighborhood preservation or neighborhood services which usually require the analysis and presentation of social and economic data, as well as meeting and consulting with other governmental officials and the general public. An employee is expected to exercise considerable independence of judgment in meeting project and work schedules. Work is reviewed through evaluation of oral and written reports, discussions, and conferences.

Under general supervision from a Division Manager, assumes responsibility for day-to-day operational management of all activities and functions in a designated program area including developing, implementing and evaluating program policies, procedures and standards; determining program service levels and enhancements; developing and monitoring program budgets; providing technical advice and/or supervision to staff, other departments, the public and other agencies, and performs related work as required.

Duties and Responsibilities

- Supervises, directs, and coordinates the department's housing and community development, neighborhood preservation and neighborhood services programs. .
- Supervises staff involvement with community groups which have a major interest in developing and implementing various programs designed to preserve the livability of neighborhoods.
- Directs daily fiscal operations and funding allocation of assigned programs or funds; ensures fiscal operations are in compliance with funding agency guidelines.
- Develop, design and implement financial assistance programs for housing. Assist in the development and implementation of divisional and program policies and goals.
- Serves on, or supervises subordinate staff involvement in, multi-discipline team's assigned specific housing and community development, neighborhood preservation and neighborhood services tasks.
- Advises subordinate personnel in solving difficult assignments, reviewing objectives, methodology and results of assigned projects.
- Assists in preparing and reviewing requests of the departmental budget, interviewing prospective employees, training new employees, and in establishing departmental policies.

Duties and Responsibilities	<ul style="list-style-type: none"> Performs independent analysis, program development and research, making recommendations and preparing corresponding staff reports and presents at public meetings. Performs related duties as required.
Technical Skills	<p>Considerable knowledge of:</p> <ul style="list-style-type: none"> The principles and practices of urban economics, sociology, multi-disciplinary social science or urban social science programs. Municipal government and political processes. The principles of research, analysis, standard statistical procedures, and sources of socio-economic information. Current literature and recent developments in neighborhood psychology planning and development. <p>Ability to:</p> <ul style="list-style-type: none"> Prepare and present technical information clearly and concisely in an interesting manner to professional and community groups and to the general public. Direct, coordinate, and supervise the activities of professional, technical, and clerical subordinates. Establish and maintain effective working relationships with associates, subordinates, municipal officials, community representatives, developers, and members of the general public.
Education and Experience	<p>Accredited Bachelor's degree and five (5) years of related professional experience of a progressively responsible nature in housing and community development, neighborhood preservation or neighborhood services.</p> <p style="text-align: center;">OR</p> <p>Accredited Master's degree and three (3) years of related professional experience in housing and community development, neighborhood preservation or neighborhood services.</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of qualifying education and experience</p>
Certificates/ Licenses/Special Requirements	Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision is exercised over subordinate professional and clerical employees.
Supervision Received	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	12/13
Revised	8/2022, 1/2024