

# NOTICE OF JOB OPENING

<b>Posting Begins</b>	November 10, 2022	<b>Posting Ends</b>	Until filled
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<b>Position Title</b>	<b>DIRECTOR OF COMMUNITY DEVELOPMENT</b>
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<b>Department</b>	Community Development	<b>Division</b>	
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	701 North 7 <sup>th</sup> St
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**BRIEF JOB DESCRIPTION:** The Department of Community Development is responsible for coordinating programs funded through federal and state grants to assist Kansas City, Kansas' economically disadvantaged residents and neighborhoods. The Director of Community Development is charged with the management and Direction of these functions and its staff. Duties include: Preparing recommendations to the County Administrator and governing body on development a matters and incentives; Supervising all Community Development divisions and staff; Developing a comprehensive housing strategy; Preparing the annual budget for the department and establishing the fiscal priorities for each division within the department; Reviewing and processing contracts for community renewal activities and emergency home repair; Presenting programs and policy recommendations to the County Administration and governing body; Preparing grants and reporting to local, state and federal agencies on grant performance and compliance.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in a related field and seven years of progressively responsible administrative experience in a public agency; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	D.O.Q.	<b>PI #</b>	3571	<b>Class. Code</b>	0403
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.**

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND  
EMPLOYMENT ELIGIBILITY**