CITY OF OVERLAND PARK
POSITION DESCRIPTION

TITLE: Supervisor, Neighborhood Services
BAND/LEVEL: Mgmt II
DEPARTMENT: Planning & Development Services
JOB NO: 2300
DIVISION: Community Services
DATE: 5/5/2014
REPORTS TO: Manager, Community Services
FLSA STATUS: EX
FULL-TIME: XX PART-TIME: ________ TEMPORARY: ________
COST CENTER: 605

REPLACES: Section Manager, Community Services
DATE: 2/26/12

JOB SUMMARY STATEMENT:
Supervises and directs the Neighborhood Services Section with responsibility for the Neighborhood Conservation Program; housing programs (including the Community Development Block Grant program), and environmental programs (including drop-off recycling center operation, recycling events, annual streamway cleanup, and large-item pickup). Works on other special projects and studies as directed by the Manager, Community Services. May serve as acting Manager, Community Services in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Supervises and directs the Neighborhood Services Section. Develops new and/or modifies existing policies and procedures as directed by the Manager, Community Services. Reviews current practices, recommends, and makes changes for efficiency, effectiveness, and ensures compliance with related laws and ordinances. Communicates policies and changes to staff, elected officials, other agencies, and the public.

2. Supervises and/or participates in preparation of various reports, statistical information, and special projects. Communicates operating policy and guidelines to staff. Establishes time frame for project completion. Presents findings in writing or orally to requesting parties. Prepares and administers budget for housing programs including the Community Development Block Grant (CDBG Program). Develops and implements short and long-term goals and objectives. Keeps abreast of changing laws and practices. Coordinates and manages the purchase of materials, equipment and supplies.

3. Supervises housing services, Community Development Block Grant (CDBG) and Neighborhood Conservation Programs. Plans, audits, and reviews program activities, which includes providing support to the Community Development Block Grant Citizen Advisory Committee and Neighborhood Conservation Program’s Executive Committee.

4. Supervises the environmental programs including the operation of the city’s drop-off recycling center, recycling events, annual streamway cleanup and large-item pickup and other programs dealing with the education of the public on environmental matters. Includes providing support to the city’s Environmental Advisory Council.

5. Performs special projects and studies as directed.

6. May serve as Acting Manager, Community Services in his/her absence.

7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:
Bachelor’s degree in planning, community development, management, environmental science, or related field, or an equivalent combination of education and work experience
EXPERIENCE:
Five years job-related experience, including two years supervisory experience.

SKILLS:
1. Analytical and problem-solving skills
2. Attention to detail
3. Basic math and accounting skills
4. Budget-related skills
5. Computer software skills such as desktop publishing, presentation, and word-processing
6. Facilitation skills
7. Leadership skills
8. Supervisory and personnel relations skills
9. Excellent oral and written communication skills
10. Good listening skills
11. Working knowledge of public sector administration
12. Time management skills
13. Group presentation skills
14. Project management skills
15. Mediation and negotiation skills

MENTAL REQUIREMENTS:
1. Ability to read and comprehend city, state and federal rules and regulations
2. Ability to design research methodologies
3. Diplomacy and judgement
4. Alpha and numeric recognition
5. Logical reasoning
6. Ability to meet deadlines
7. Ability to train and guide others
8. Ability to recognize and protect confidential information
9. Ability to prioritize multiple tasks
10. Ability to carry out assignments through written and oral instructions
11. Ability to work in hectic environment with many interruptions
12. Alpha and numeric recognition
13. Ability to learn and understand PC software applications
14. Ability to work independently and as part of a team

PHYSICAL REQUIREMENTS:
1. Hand and eye coordination adequate to input computer
2. Visual stamina and acuity adequate to review alpha/numeric data
3. Ability to make and receive phone calls
4. Ability to travel locally and meet with various neighborhood groups
5. Ability to speak before large groups of people
6. Ability to sit and be attentive for long periods of time

SUPERVISORY RESPONSIBILITY (Direct & Indirect):
Direct: Neighborhood Programs Coordinator
        Grant Program Coordinator
        Environmental Programs Coordinator

Indirect: Drop-off Recycling Center Attendant

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.