



# JOB ANNOUNCEMENT

**Assistant Director  
Department of Community Development  
NeoGov 10521**

<b>Position:</b>	Assistant Director	<b>Salary Range:</b>	\$36,590.39 - \$181,854.88
<b>Division:</b>	Director's Office	<b>Employment Status:</b>	Full-time
<b>Civil Service Classification:</b>		<b>Union:</b>	Non-Union
<b>Work Days:</b>	Monday-Friday	<b>Work Hours:</b>	8:00am-5:00pm

## **City of Cleveland:**

The City of Cleveland has a proud history as the healthcare capital of the world and the home of manufacturing. It is that ingenuity, grit, and resilience that we share as Clevelanders that will drive the new wave of leadership and innovation in our city. It is time to take our city's proud heritage to the next level by both investing in homegrown talent and attracting new talent to the city. The City of Cleveland employs over 8,000 people dedicated to public service and we are looking for emerging and experienced leaders to help us move forward. Join us today as we shape our future.

## **A Vision for Cleveland Community Development:**

The Department of Community Development envisions a Cleveland where stakeholders are empowered to build the pathway to equity. This vision is realized by creating quality housing and vibrant neighborhoods that serve as the foundation for generational wealth and community prosperity.

## **About CD:**

The Department of Community Development ("CD" or "the Department" or "we" or "us") is the City's core unit dedicated to designing and implementing programs that help to improve our neighborhoods, community networks and social structures, reduce and mitigate safety and health

risks related to occupied and vacant properties, and coordinating with internal government units and external parties to help address housing shortfalls and homelessness matters. Our mission is to improve the quality of life in the City of Cleveland by strengthening our neighborhoods through successful housing rehabilitation efforts, commercial rehabilitation efforts, new housing construction, homeownership, and community focused human services. As a result, CD is the City's lead department for implementation of more than \$30 million in annual funding received from the U.S. Department of Housing and Urban Development (HUD), including funding for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) Program.

CD consists of the following primary operating units (OUs):

- Bureau of Program Operations;
- Bureau of Community Programming;
- Bureau of Residential Improvement; and
- Bureau of Enterprise Operations;

The above OUs are led by Bureau Chiefs, who report to the Department's Assistant Directors.

### **Position Duties and Responsibilities:**

The Assistant Director provides executive-level leadership, strategic coordination, and operational oversight for the Department of Community Development. This position supports the department's executive leadership by advancing strategic priorities, managing high-level initiatives, and ensuring effective coordination across bureaus, divisions, and functional areas. The Assistant Director oversees internal operations, monitors organizational performance, facilitates communication and decision-making, and helps ensure alignment between departmental goals, policies, programs, and daily operations. This role also serves as a key liaison to internal staff, external partners, community stakeholders, and other government agencies, while assisting with issue resolution, policy implementation, and continuous organizational improvement.

### **Departmental Leadership, Policy and Staff Development**

- Establish and promote a positive and inclusive work environment.
- Contribute to the development and implementation of departmental policies, guidelines, and procedures related to special projects.
- Stay abreast of relevant policies, regulations, and best practices in community development.
- Cultivate productive relationships with all levels of department management and staff for the purposes of supervision, development, and professional growth.

## Project Planning and Execution

- Plan and develop departmental projects, coordinate and lead project teams, monitor project progress and data, and evaluate project performance.
- Collaborate with internal teams across operational units, external agencies, community leaders, and other stakeholders to establish project and program objectives in alignment with department and administration priorities.
- Coordinate project timelines, milestones, and deliverables, ensuring timely completion within allocated budgets, and ensure effective communication throughout the project lifecycle; establish performance metrics and indicators to measure project success and impact.
- Conduct comprehensive research and analysis to support project decision-making processes; monitor project progress, identify potential risks or obstacles, and implement appropriate mitigation strategies.
- Partner with other leaders to drive a culture of continuous improvement and operational excellence.

## Stakeholder Engagement

- Serve as a key liaison between the department, executive leadership, internal departments, partner agencies, and external stakeholders to support coordination, communication, and strategic initiatives.
- Represent the department in meetings, briefings, public hearings, intergovernmental discussions, and other assigned engagements.
- Coordinate and participate in stakeholder and internal meetings to advance departmental priorities, address issues, and support informed decision-making.

## **Civil Service Minimum Qualifications:**

Bachelor's Degree from an accredited college or university in Urban Affairs, Public or Business Administration. 5 - 7 years of progressive professional experience in community or economic development or public sector administration. 3 - 5 years of experience in a management or supervisory role, supervising staff and departmental operations.

## **Preferred Departmental Qualifications**

- Master's Degree in Urban Affairs, Public Affairs, Public Policy, Public Administration, City & Regional Planning, or another closely related field from an accredited college or university (Substitution: Two additional years of professional experience may substitute for graduate degree)
- Knowledge of municipal government operations, administrative procedures, and applicable laws, rules, and regulations
- Experience supporting executive leadership through strategic planning, issue identification, operational reporting, and mentoring senior managers

- Strong written and verbal communication skills, including the ability to communicate effectively with elected officials, senior leadership, and the public
- Experience and working knowledge of federally funded programs, financial assistance, and/or federal and state community development programs, along with the applicable laws, rules, and regulations regarding their operation

**Anticipated Salary Range is \$110,000 - \$125,000**

*Proof of education and employment references will be required before interview. Employment predicated upon successful completion of criminal record check and drug testing. New hire will be considered a probationary employee for the first 180 days of employment.*

*To be considered for this position, please make sure to submit your application through the City of Cleveland Careers website. You are also welcome to e-mail a copy of your cover letter and resume to [lbalyer@clevelandohio.gov](mailto:lbalyer@clevelandohio.gov) or mail to Lana Balyer, Department of Community Development, 601 Lakeside Avenue, Room 320, Cleveland, OH 44114.*

***Sending your materials directly is a great way to express your interest however, the Department of Community Development can only consider applications submitted through the City's Careers site.***

***THE CITY OF CLEVELAND IS AN EQUAL OPPORTUNITY EMPLOYER***