



JOB ANNOUNCEMENT

**Bureau Chief of Community Programming
Department of Community Development
NeoGov 10520**

Position:	Bureau Chief of Community Programming	Salary Range:	\$80,000.00 - \$170,000.00
Division:	Director's Office	Employment Status:	Full-time
Civil Service Classification:	Administrative Manager II	Union:	Non-Union
Work Days:	Monday-Friday	Work Hours:	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.

Civil Service Duty Statement:

Under administrative direction, is responsible for planning, managing, developing work rules, training, coordinating, and administering all activities and personnel of such staff positions as administration, citizen participation, research, and finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Performs other job-related duties as required.

Position:

The Bureau Chief for Community Programming provides strategic, operational, and administrative leadership for the department's community-based programs and serves as part of the Department's senior leadership team. This position is responsible for overseeing the development, implementation, coordination, and evaluation of programs designed to support community priorities and advance departmental goals, including Financial Empowerment, Community Engagement, Fair Housing, and Consumer Affairs. The Bureau Chief manages bureau staff, ensures quality and consistency in program deliverables and public-facing materials, supports policy and procedural implementation, and helps align bureau operations with the department's broader strategic direction. This role also serves as a key point of coordination among department leadership, staff, community partners, and stakeholders to strengthen program delivery, collaboration, and responsiveness to community needs.

Bureau Leadership, Policy, and Staff Development

- Offer guidance and support in the creation of programs and program deliverables, marketing documents, and any public-facing documents, items, or deliverables produced by the bureau; perform quality control and quality assurance
- Serve as the approver of certain bureau deliverables, e.g., reports, program design recommendation documents, policy statements, etc.
- Contribute to the development and implementation of departmental policies, guidelines, and procedures related to projects, programs, and activities applicable to the assigned bureau; and
- Report bureau status, issues, concerns, and other matters of significance to the Director's Office on a consistent basis.
- Assist the Director's Office with identifying strategic needs, opportunities, and strategies.
- Remain current and technically proficient in the rules, laws, regulations, and requirements applicable to the assigned bureau

People Management

- Establish and promote a positive and inclusive work environment for a team of ten individuals.
- Maintain continuous oversight of the bureau organizational chart, staff capacity and staff development.
- In coordination with the Director's Office, identify professional development needs and opportunities for bureau personnel.
- In coordination with the Director's Office, implement a personnel performance evaluation process that results in personnel being formally evaluated no less than annually.
- Address personnel performance issues and concerns in coordination with the department human resources official and the Director's Office.

Stakeholder Engagement

- Cultivate and maintain relationships with community organizations, non-profits, businesses, and residents to identify project opportunities and gain support.
- Facilitate public meetings, workshops, and forums to gather input, address concerns, and build consensus around project initiatives.
- Act as a liaison between the department and various community stakeholders, fostering collaboration and promoting transparency.

Key Knowledge, Skills, and Abilities

- Knowledge of program administration, policy development, and quality assurance practices.
- Skill in strategic planning, organizational coordination, and executive-level communication.

- Ability to supervise staff, support professional development, and manage personnel performance.
- Skill in stakeholder engagement, public facilitation, and relationship building across diverse groups.
- Ability to leverage data-driven decision-making and performance monitoring to proactively identify roadblocks and implement corrective actions that maintain project quality and strategic alignment.

Civil Service Minimum Qualifications:

Bachelor's Degree required. Four years of full-time paid management or administrative experience required. (Substitution: Two years of any equivalent combination of education, training and experience may substitute for each year of college education lacking.) Valid State of Ohio Driver's License required.

Preferred Departmental Qualifications

- A graduate 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 experience may substitute for graduate degree)
- Knowledge of municipal government operations, administrative procedures, and applicable laws, rules, and regulations
- 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 \$85,000 - \$95,000

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 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