

Deputy Director of Community Development – City of Reading Pennsylvania

The City of Reading is seeking a dynamic individual to assist in the daily operations of the Community Development Department. The City is the fourth largest in the Commonwealth of Pennsylvania and has placed an emphasis on attracting new businesses, revitalizing and creating new residential developments and becoming a strategic location for new industries. The qualified Deputy Director will administer General Operations being responsible for coordinating all Community Development divisions to effectively communicate, collaborate and execute the development of various projects, and the implementation of the City of Reading's real estate housing strategies. These include directing the identification, remediation and re-utilization of blighted and vacant properties, maximizing the revenue potential of city-owned, or encumbered, real estate; managing the City's housing loan portfolio, and overseeing the administration of federal, state and local grant programs funding housing or real-estate related activities.

Working in coordination with City departments, other government agencies, private and nonprofit developers, civic and neighborhood organizations, and greater Reading businesses and economic development institutions, the incumbent will be responsible for returning blighted, vacant or under-utilized properties to productive use, and for facilitating the development of the City's real estate assets to their highest and best utilization consistent with City and community plans and priorities.

- Perform a leadership role in coordinating City agencies involved in the implementation of Housing Strategy with Planning, Zoning, Building & Trades, Property Maintenance and Community Development grant administration;
- Managing blighted property identification, remediation, acquisition and disposition process includes, but is not limited to, the following:
- Managing vacant, abandoned or under-utilized City-owned and controlled properties and controlled properties maximizing economic benefit and tax revenue includes, but is not limited to, the following:

Educational Requirements

- Minimum of a Bachelor's Degree in Architecture, Construction Management, Engineering, Real Estate or Urban Planning
- Master's degree in one of the above subjects or Finance, Business Administration or Public Administration is preferred

Experience

- Minimum of five (5) years' experience in the essential responsibilities and duties of this position.
- Demonstrated experience in working with non-profit housing agencies is required.
- Demonstrated experience in construction methods and materials, renovation, demolition and management of significant public projects.
- Demonstrated experience in negotiation of complex transactions with experienced partners and the ability to close large deals.

Salary range \$85,000-\$90,000.