

**MAJOR FUNCTION**

This is professional, technical and administrative work assisting with the implementation of affordable housing programs funded by federal, state and local government. This employee performs inspections to determine cost estimates and materials specifications necessary for housing repair, inspects projects to insure housing quality standards and monitors home ownership and rental housing activities to insure compliance with all programmatic requirements, including maintenance of affordability for target groups. Work involves public contact and demonstration of knowledge of federal, state, and local housing assistance standards and regulations. Work is performed under the general supervision of the Housing and Grants Administrator. Work is performed with some degree of independence and is reviewed through observation, consultation and reports submitted.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Inspects new construction and rehabilitation projects for compliance with applicable ordinances and regulations. Refers matters to Code Enforcement for possible action. Monitors sub-recipient activities and provides interpretation of state, federal and local requirements and regulations. Prepares reports of violations. Handles homeowner referrals and notes details of work to be done. Reviews rehabilitation assessments and alternatives with property owners. Receives requests for rehabilitation from Code Enforcement. Prepares specifications for housing rehabilitation following survey of property to determine required structural and mechanical repairs. Prepares cost estimates based upon rehabilitation work specifications. Keeps up-to-date records on the status of each case assigned. Conducts inspections of construction and rehabilitation activities while work is in progress to insure conformance to specifications and to review draw requests. Conducts final inspections of completed work for certification of completion. Makes necessary adjustments of cost estimates and draw requests based on the amount of work completed. May oversee the Rental Rehabilitation Program, the Homeowner Rehabilitation Program and/or the Housing Acquisition, Rehabilitation and Sale Program. Monitors budget expenditures and funding for lead based paint testing, temporary relocation, and owner occupied rehabilitation programs for sufficiency of funding and accuracy. May prepare annual program performance reports, assist in the preparation of various housing programs, agenda items and the residential rehabilitation relocation effort. May prepare audit responses and write contracts. Performs related work as required.

**Other Important Duties**

Participates in training programs to increase skills. Provides technical assistance to other divisions as needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of housing and community development programs, federal and state grants, loans and public/private partnerships for the development of affordable housing. Considerable knowledge of construction methods, construction contracting, management and financing. Knowledge of housing pre-development requirements, including design, construction requirements and economic feasibility issues. Ability to communicate effectively, clearly and concisely both orally and in writing. Considerable skills in public relations and public administration. Ability to read architectural and construction drawings and plans. Ability to interpret construction budget details and scheduling requirements. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, public administration, real estate, urban planning, housing construction, housing, or a related field and two years of technical experience that includes building or housing inspection, code enforcement, construction, alteration or repair work; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment. (At the department director's discretion, the noted license may not be required.)

Established: 03-06-00

Revised: 04-16-04\*

06-28-10