

MAJOR FUNCTION

This is professional, technical, and administrative work assisting with the implementation of affordable housing programs funded by federal, state, and local government for a more sustainable and resilient community. This employee manages various housing related real estate development and construction projects as directed to further the City's strategic goals to develop affordable housing.. Work involves significant 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 Manager. 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**

Assists in the development of housing projects, both new construction and rehabilitation, and inspects projects for compliance with applicable ordinances and regulations. Coordinates the implementation of projects that build, rehab, and preserve affordable housing. Reviews and inspects new construction and rehabilitation projects for compliance with applicable ordinances and regulations. Monitors subrecipient and contractor activities and provides interpretation of state, federal and local requirements and regulations. Prepares specifications for housing development, construction, or rehabilitation in compliance with program guidelines. Prepares cost estimates, drafts work write-ups, and bid packages. 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 ensure 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 for the rehabilitation and new construction projects carried out by the Division. Monitors budget expenditures and funding for all programmatic activities for sufficiency and accuracy. May prepare annual program performance reports, assist in the preparation of various housing programs, agenda items and the residential rehabilitation relocation effort. Reviews and assists with preparation of environmental and other inspection reports. Performs related work as required.

Other Important Duties

Supports the preparation of program performance and evaluation reports. Serves on special taskforces and initiatives to advance community resilience as it relates to affordable housing. 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 real estate, housing, and community development, 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 customer service and advanced communication skills. 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 real estate, civil engineering, housing construction, housing, business administration, public administration, urban planning, or a related field and two years of technical experience that includes real estate development, 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
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06-28-10
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