

MAJOR FUNCTION

This is responsible professional work administering affordable housing programs funded by federal, state and local government to support a sustainable and resilient community. An employee assigned to this class manages the daily activities of specified housing programs to ensure optimal citizen participation, program efficiency and effectiveness pursuant to federal, state and local housing policies, procedures and regulations. The employee is also charged with monitoring contract compliance, completing income qualification for applicants, and preparing detailed reports as required by fund providers. Work is performed under the general administrative direction of the Housing Manager; however, the employee is expected to exercise independent judgment and initiative in performing daily tasks. Work is reviewed through conferences, reports and by results attained.

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

Takes the lead role in the planning, formulating, modifying and implementing specific programs designed to fulfill the city's affordable housing goals and objectives. Develops administrative procedures and processes governing down payment assistance, repair, rehabilitation and reconstruction program components. Directs the application process for the City's down payment, rehabilitation, repair and reconstruction programs. Provides information, technical assistance and coordination of efforts to those desiring to participate in the City's programs. Prepares correspondence and reports and submits same in compliance with federal, state and local government requirements. Participates in the preparation and review of environmental and other inspections as required for the programs. Ensures that all federal and state statutory requirements are met for programs administered. Conducts training and provides technical assistance to applicants, clients and subrecipients, and responds to requests for information regarding City housing programs. Performs related work as required.

Other Important Duties

Attends training to keep current regarding affordable housing and program regulations. Performs related work as required. Performs essential personnel duties during emergency response.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of local, state and federal regulations pertaining to affordable housing. Considerable knowledge of the sources for housing grants and/or loans, including the qualifications and related regulations. Considerable knowledge of local agencies concerned with affordable housing. Considerable knowledge of proposal development and preparation. Ability to collect and analyze research data and formulate effective plans and recommendations. Ability to implement federal, state and local housing regulations. Ability to maintain comprehensive records of housing activities and to prepare related reports and correspondence. Ability to communicate effectively, clearly, and concisely, orally and in writing. Ability to assemble, organize and present in written and oral form, statistical, financial information obtained from a variety of sources. Ability to participate in planning studies and to analyze information and to formulate recommendations based upon such studies. Ability to establish

and maintain effective working relationships as necessitated by the work. Ability to evaluate the financial feasibility of housing projects, including structuring financing and performing credit underwriting for both single and multi-family projects. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in urban planning, housing, business or public administration, finance, sociology, or a related field and three years of professional or technical experience that includes community development, housing, community or urban planning, real estate, housing finance, credit underwriting, or grant programs; 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: 12-05-91

Revised: 11-17-92

06-17-93

08-10-93

12-04-98

03-06-00

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11-02-09*

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