

MAJOR FUNCTION

This is responsible, supervisory, professional work administering affordable housing programs funded by federal, state, and local funds 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**

Serves as a lead staff member for the City's housing programs which includes program design, implementation, and monitoring. Conducts training and provides technical assistance to applicants, clients and subrecipients, and responds to requests for information regarding City housing programs. Assists other program staff to ensure that all work write-ups, bid requests, proposals, invoices, and other case documents are properly filed and tracked in the database. Assists with the reconciliation of costs and closeout of client files, including preparing liens. Maintain the Housing Division's database and provide training, technical assistance, and quality assurance review of all data and documents in the database pertaining to the City's housing programs. Assist in the development of the SHIP Annual Report, Annual Action Plan, CAPER, and other reports as necessary. Supervises direct reports performing the same work, issuing tasks and providing direction to complete assigned projects.

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**

Knowledge of the sources for housing grants and/or loans, including the qualifications and related regulations. Ability to collect and analyze research data and formulate effective plans and recommendations. Skills in public relations, staff supervision, customer service, and communication. 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. Technological skills with online programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, public administration, community or

urban planning, housing, or a related field and five or more years of professional experience that includes customer service, housing, social service programs, 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: 10-22-22