



## Housing Administrator

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### Summary

Administer, coordinate, and review the two major program areas in the City's comprehensive housing program; housing opportunity and block starts; provide highly technical staff assistance.

### Class Characteristics

General direction is provided by the Director of Community Development; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Coordinate City efforts with housing development companies to implement affordable housing projects.

Assist in the development of plans and specifications for contract documents.

Negotiate and monitor contracts.

Develop requests for proposals and evaluate proposals relating to affordable housing.

Assist in creating new housing programs and projects.

Monitor and retain certification of the Housing Element.

Complete the annual Redevelopment Agency reports as required.

Manage the City's Community Development Block Grant (CDBG) Program and other Housing Urban Development (HUD) Grants and Programs.

Prepare grant applications and program reports.

Provide technical assistance to City staff and community based sub recipient agencies.

Supervise the City's Comprehensive Housing Affordability Strategy and Annual Final Statement.

Act as liaison with the HUD Offices and other CDBG Agencies and other City, county, state, and federal agencies.

Perform related duties as assigned.

#### Skills/Abilities:

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Write effective reports and explain complex issues and ideas.

Effectively present information and respond to questions from groups of managers, clients and/or sub grantees, customers, and the general public.

Define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate

**Qualifications**

Knowledge of:

State, federal, and local laws and ordinances relating to the assigned program areas.

Principles and practices of public administration, including budgeting and program management.

Research and financial analysis techniques.

Negotiating techniques.

Development and presentation of service level options.

Basic construction methods and terminology and construction financing techniques.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree with major work in planning, business, or public administration. A Master's degree is highly desirable.

Experience:

Four years related experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 09/94

Resolution #:

Revised: 06/30/06

Department: Community Development

FLSA Status: Exempt