



Housing Program Specialist

Summary

Perform a wide variety of duties related to the administration and supervision of the Community Development Block Grant (CDBG) program, HOME Program, and Redevelopment Housing set aside funds for housing projects to low to moderate income households, capital improvements, and rehabilitation projects.

Class Characteristics

General direction is provided by the Housing Administrator and/or the Community Development Director; 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:

Assist in the development and implementation of various housing programs for low to moderate-income households.

Prepare and monitor the CDBG budget and sub recipient agreements. Prepare and submit all required documents necessary for the administration of the CDBG Program.

Prepare and administer contracts for professional services and technical services related to housing.

Represent the City at meetings with various civic groups and advisory boards or commissions on housing assistance matters.

Administer the City's Below-Market-Rate Homeownership Program. Prepare and provide information and documents to homeowners and financial institutions.

Monitor and ensure compliance of the City's portfolio of housing communities.

Prepare, submit and process local, state, and federal grants.

Provide technical support to administer operating budgets and funding allocations for grant application programs; analyze cost estimates for development, rehabilitation, and operating expenses.

Perform related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret technical information, financial reports, and governmental regulations.

Write reports, define problems, collect data, establish facts, and draw valid conclusions.

Present information and respond to questions from elected officials, fellow employees, clients, customers, and the general public.

Define problems, collect data, establish facts, and draw valid conclusions; identify, analyze, evaluate, diagnose, and solve complex system problems.

Interpret an extensive variety of technical instructions, and deal with abstract and concrete variables; think logically and in abstract terms. Analyze situations quickly and objectively to determine the proper course of action.

Explain technical concepts in non-technical terminology and train others in the use of systems.

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 will be frequently required to sit, talk, and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer, or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will 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 the ability to adjust focus. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Local, state, and federal regulations dealing with neighborhood and housing improvement under the CDBG program and redevelopment housing set-aside mandates.

Principles and practices of project coordination.

Grant funding services, practices, and project principles.

Basic computer applications as related to housing work activities.

Education and Experience

Any combination equivalent to education and experience is 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 urban planning, public administration, or a related field.

Experience:

Three years responsible experience with housing budgets and compliance reports. Experience with public sector community development, redevelopment, nonprofit housing, and state/federal housing programs is highly desirable.

Certifications/Licenses:

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

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