



Housing Specialist

Summary

Perform a wide variety of duties related to the administration of the Community Development Block Grant (CDBG) program, HOME Program, and grant funds for housing projects for low- to moderate- income households, capital improvements, and rehabilitation projects. Provides high-level administrative support to the Housing Manager.

Class Characteristics

General direction is provided by a higher-level supervisor or manager; responsibilities include the interaction and interdepartmental collaboration with finance, legal and administrative support personnel. May include indirect supervision of technical and support services 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:

General Administrative

- Contract management - Prepare and administer contracts for professional services and technical services related to very-low, low and moderate-income housing production, preservation and protections.
- Compliance reports - Monitor and ensure compliance of the City's portfolio of housing communities.
- Project administration - monitor and track project work with City goals and objectives, coordinating with associated departments as necessary.
- Budget administration - Provide technical support to administer operating budgets and funding allocations for grant application programs; analyze cost estimates for development, rehabilitation, and operating expenses.
- Data collection, analysis and application - Effectively source, analyze and apply data pertinent to project development, sharing with associated departments and stakeholders to ensure project success.
- Maintain department electronic files.
- Perform related duties as assigned.

Program Management

- Assist in the development and implementation of various housing programs.
- Prepare and monitor the CDBG budget and sub-recipient agreements; prepare and submit all required documents necessary for the administration of the CDBG Program.
- Administer the City's Below-Market-Rate Homeownership Program; prepare and provide information and documents to homeowners and financial institutions.
- Prepare, submit, and process federal, state, and local grants.

Project Management

- Support the Housing Manager with development of new projects related to rental affordable housing production and preservation.
- Support the Housing Manager with identifying housing solutions for the unsheltered community.
- Assist in the creation of new data-driven administrative systems.

Community Partnerships/Communications

- Represent the City at meetings with various community groups and advisory boards or commissions on housing assistance matters.
- Coordinate with the City's communication team to maintain housing webpage, content creation for external communication.

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, fellow employees, clients, customers, and the general public.

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 clearly and concisely, both orally 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 at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; bend, stoop, or crouch; perform simple grasping and fine manipulation; use telephone, write, or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops.

Occasionally lift and/or move up to 25 pounds. Specific vision abilities required 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. While performing duties, the employee is regularly required to explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees, and the public.

Qualifications

Knowledge of:

General Administrative - Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Program Management - Federal, state, and local regulations dealing with neighborhood and housing improvement under the CDBG, HOME, HCD and other programs and local housing and community development programs.

Project Management - Principles and practices of project coordination. Collaboration of grant funding services, practices, and project principles.

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 from an accredited college or university with major course work in urban planning, business, public administration, or a related field.

Experience:

Three years of responsible administrative experience with housing budgets and compliance reports.

Bilingual in Spanish preferred.

Understanding community cultural diversity as a key asset in fostering local, successful project solutions is highly desirable.

Experience with public sector community development, non-profit housing and federal/state housing programs is highly desirable.

Certifications/Licenses:

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

Established: 10/18/2021

Resolution #: 2021-170 N.C.S.

Department: City Manager's Office

FLSA Status: Non-Exempt