

**MAJOR FUNCTION**

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

**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 governing the affordable housing/community development program components. Assists in collecting and synthesizing data required for completion of policy documents, RFP's and City Commission agenda items. Develops and prepares grant and loan applications. Develops and prepares all documents, including strategic plans, required to support grant applications for program funding. Directs the application process for the Affordable Housing Assistance Program, which includes all funds administered by the division. Provides information, technical assistance and coordination of efforts to those desiring to participate in the City's affordable housing and/or community development program. Assists with pre-development activities such as review of site plans, cost and feasibility analysis for affordable housing projects. Develops contracts for approved projects and monitors grantee performance pursuant to same. Prepares a comprehensive array of correspondence and reports and submits same in compliance with federal, state and local government requirements. Ensures that all federal and state statutory requirements are met for programs administered. Conducts training workshops for potential applicants for any funds administered, and responds to requests for information regarding City housing programs. Performs related work as required.

**Other Important Duties**

Provides staff support to citizen advisory committees. Attends training to keep current regarding affordable housing and Community Development Block Grant regulations. Performs related work as required.

**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. Considerable knowledge of real estate development and finance and credit underwriting procedures and criteria. Ability to organize and direct citizen groups. 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 and factual 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  
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