Bargaining Unit: FLSA:

Position Number:

01 Covered 4786/4787

HOUSING PROGRAM SPECIALIST I/II

DEFINITION

Under general direction, aids the Development Manager with housing, community development projects; prepares cost analysis, reports, and designs for special projects; prepares environmental reports, public notices, and request for release of funds on all Home Investment Partnership Program (HOME) and Community Development Block Grants (CDBG) funded projects, assist in preparing Housing and Urban Development (HUD) annual reports and conducting public meetings; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Housing Program Specialist I is the first working level in the Housing Program Specialist class series. The Housing Program Specialist I is distinguished from the Housing Program Specialist II by the fact that the Housing Program Specialist I performs many assignments in a training and learning capacity. The Housing Program Specialist II is expected to perform their duties with more independence.

REPORTS TO

Development Manager, or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Establishes goals and objectives for City's housing programs based on the Housing Element. community involvement and housing, CDBG, HOME and health and safety laws; establishes work program and production goals for the unit to achieve objectives; assists with designing housing programs to meet objectives by identifying resources available from housing agencies and financial institutions; assists with identifying and designating funding sources to accomplish housing program objectives; directs and monitors housing programs including CDBG, HOME Investment Partnership funds, Community Housing Development Organization (CHDO) and Neighborhood Stabilization Program (NSP) and special grant programs; negotiates complex legal and financial agreements with public and private housing providers for land acquisition, development and project financing to implement Housing Element, CDBG, HOME and other project objectives; monitors performance of housing agreements for compliance with grant goals and objectives; provides training to the Housing Rehabilitation Specialist: ensures compliance with State and Federal laws for housing programs; oversees lead based paint evaluation program; prepares annual reports for grantee and other funding sources as required; assists with preparation and monitoring of the operating budget for the division; provides training as needed; serves as resource to City Departments, Committees. Council, Planning Commission and community groups on housing needs; authorizes draws Integrated Disbursement and Information System and Disaster Recovery Grant Reporting

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System (IDIS & DRGR); reviews HUD policy changes, updates and recommends changes in local policies or procedures to maintain compliance; performs other related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in an office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposure to dust, chemicals and gases; exposure to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of housing production.

Financial lending markets.

Federal and State laws and regulations related to housing grant programs, public real estate acquisition and relocation for HOME and CDBG.

Personal computer applications such as spreadsheets and data bases.

Project development, construction and rehabilitation processes and project management.

Ability to:

Plan, organize and evaluate housing programs to achieve objectives.

Negotiate real estate and financial agreements for housing.

Prepare clear and concise reports for Council, committees and grant agencies.

Prepare and give effective presentations for Council, committees and the public.

Read, interpret and apply Federal and State regulations and laws related to housing.

Establish and maintain effective working relationships with governing bodies, agencies, committees, financial institutions and the public.

Demonstrate the ability to self start, handle multiple tasks at one time and focus on objectives.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain the required knowledge, skill and abilities would be:

Level

One (1) year of increasingly responsible experience in the field of housing, HUD grants, real estate or development. Associates Degree from an accredited two-year college with course work in business administration, economics, planning and development, or

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training and experience equivalent to three years working with housing programs.

<u>Level II</u>

Three (3) years of increasingly responsible experience in the field of housing, HUD grants, real estate, or development. Bachelor's Degree from an accredited college or university with major course work in business administration, economics, planning and development, or training and experience equivalent to Level I working with housing programs.

Special Requirements:

Possession of a valid California driver's license.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED.

Chairperson, Personnel Board

DATE 3/12