



## Housing Coordinator

**Purpose of the role:**

Under general supervision, performs work related to the development, implementation, monitoring, and evaluation of existing and proposed affordable housing projects and programs, and the City's Rent Control Programs; performs a variety of technical and administrative tasks relative to assigned area of responsibility; and perform related duties as assigned.

**Distinguishing Characteristics:**

This entry-level classification in the professional series performs the more routine administrative and programmatic support and analysis duties in Housing while learning City policies, procedures, and specific techniques related to area of assignment and management analysis. As experience is gained, assignments gradually become more diversified and incumbents exercise considerable independent judgment. Incumbents learn to develop, implement, and evaluate affordable housing and community development programs, and perform progressively more difficult and complex assignments.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Note: When appropriate, the work will be performed in support of and with oversight by higher-level staff.***

**Essential Duties and Responsibilities:**

- Identifies and analyzes property by reviewing factors such as geographic location, environmental impact, financial feasibility, government mandate compliance, and community support to determine suitability for lower income housing and community developments.
- Screens, interviews, and determines eligibility of property rehabilitation grant applicants.
- Monitors fair market rents in accordance with HUD guidelines and computes rental rates.
- Assures compliance with program regulations, audit requirements and other conditions imposed by funding sources.
- Monitors First-Time Buyer Loans (FTHB) and Housing Rehabilitation Loan programs for default and potential foreclosure.
- Collects, compiles, and analyzes cartographic, statistical, and narrative data related to housing.

- Assists in preparation of Owner Participation Agreements and related documents for affordable housing projects.
- Conducts administrative and/or management studies relating to the activities and operation of the City's Housing programs; conducts the more routine surveys, research, and statistical analysis on administrative, fiscal, and operational issues.
- Monitors City's compliance with Article 34 limits on lower income housing.
- Reviews, interprets, and applies federal, state, and local housing laws, rules, and regulations.
- Administers City's mobile home and apartment rent control programs.
- Participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Assists in administration of City's CDBG Program, including but not limited to research, report preparation, and correspondence with sub-grantees.
- Participates in planning, coordinating, implementing, promoting, and overseeing assigned programs, projects, and initiatives; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; participates in the development and implementation of strategies for the achievement of these goals.
- Performs the necessary research and analysis to justify the appropriateness of implementing proposed program/projects; prepares presentation materials and background documentation; participates in monitoring project success using appropriate tracking and feedback systems.
- Assists in researching, negotiating, and monitoring assigned contracts and agreements with affordable housing partners and others; ensures work is performed in compliance with contracts and agreements.
- Participates in the development and monitoring of assigned contracts and agreements; coordinates and participates in the preparation of professional service agreements, contracts, and sole source requests. May participate in ensuring work is performed in compliance with contracts and agreements.
- Provides assistance in the development of assigned Housing budget; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of housing and public administration and issues related to field of expertise.

- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Organization and operation of municipal government.
- Municipal government functions specifically related to project assignments.
- Concepts of housing and community development including, but not limited to: land use, provision of affordable housing, community revitalization, socio-economic and legal considerations.
- Considerable knowledge of affordable housing, regulations and procedures including applicable federal, state, and local laws, rules, and regulations regarding housing program administration.
- Operational characteristics, services, and activities of assigned program.
- Basic principles and practices of program development and administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Methods and techniques for: administrative, fiscal, and comparative analysis; effective technical, administrative, and financial record keeping; report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related to assigned service area.
- Basic principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Customer service techniques and principles.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed and graphic materials.
- English usage, spelling, grammar, and punctuation.

***Desired  
Minimum  
Qualifications:***

Ability to:

- Evaluate existing and proposed low-income housing projects or programs and community development plans.
- Interpret, analyze and prepare technical reports, financial and economic data, policies, regulations and laws, and recommendations.
- Establish and maintain effective and diplomatic working relationships with representatives from public and private organizations engaged in housing, finance and construction.
- Participate in planning, developing, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.

- Perform professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Effectively interview and communicate clearly with people of diverse cultural backgrounds.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Work effectively with community-based organizations relating to affordable housing.
- Correctly interpret and apply a variety of rules and regulations related to housing programs.
- Prepare clear and concise technical, administrative, and financial reports, tables, summaries and other materials related to affordable housing and rent control in statistical and narrative form.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret and make recommendations in accordance with laws, regulations and policies.
- Identify and respond to community and organizational issues, concerns, and needs.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer-Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

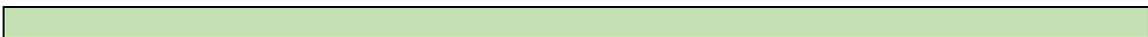
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education and Experience Guidelines:**
- Education:** A Bachelor's Degree from an accredited college or university with major course work in economics, public administration, business administration, planning or a closely related field.
  - Experience:** Two years of responsible administrative and/or programmatic support experience are required; at least one year of research, administrative support or analytical experience in planning and developing local housing or community development programs in a public agency is preferred.
  - Licenses; Certificates; Special Requirements:** A valid Class C California driver's license is required.



*The conditions herein 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 disabilities to perform the essential job functions.*

- Physical and Environmental Conditions:**
- Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment.
  - Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.
  - Hearing:** Hear in the normal audio range with or without correction.
  - Environment:** Standard office setting; interact with officials and the public.



*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/9/13  
Date Revised: