



CITY OF LAKEPORT

HOUSING SPECIALIST

Job Description

DEFINITION

Under the direction of the Redevelopment Director, administers the City's housing programs, including Owner Occupied Rehabilitation and First Time Homebuyers' for low and moderate income residents. Performs the full range of duties independently.

CLASS CHARACTERISTICS

This single-position class is characterized by complex, technical administrative work relative to housing programs. Position incumbents have technical, highly specialized knowledge in federal, state, and local laws, procedures, ordinances, and other regulatory information of the program area to which assigned. Incumbents research issues, analyze, prepare written and verbal reports, and provide day-to-day program/project support.

ESSENTIAL FUNCTIONS

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.

Conducts outreach to inform the public about the City and Redevelopment Agency's housing programs. Interviews applicants regarding income and family composition to determine eligibility for housing programs as per State and Federal guidelines. Maintains client confidentiality. Assists owners and tenants with the application process, pre-qualifies applicants, and collects all necessary documentation to satisfy program guidelines. Makes recommendations to the loan committee.

Arranges home inspections, bidding process, contractor hiring, and acts as liaison between contractor and homeowner.

Oversees the loan process, permitting, monitors construction work and change orders. Approves progress payments and disbursement of loan proceeds. Certifies satisfactory completion of work. Prepares statistical and financial reports.

Arranges for homeowner education classes. Works with lending institutions to coordinate mortgage financing.

Develops partnership opportunities to process potential homeowners for affordable housing.

Performs other housing duties as assigned.

Provides direct and confidential secretarial support to the Redevelopment Director; receives visitors; schedules appointments; prepares, edits, assembles and distributes correspondence, reports, documents, agendas, and other materials; attends meetings, and transcribes recorded dictation.

Composes correspondence and performs routine administrative tasks associated with sub-components of department programs; establishes and carries out record keeping procedures; develops or obtains forms and documents; interfaces with other City staff and outside agencies in obtaining information and coordinating activities.

QUALIFICATIONS GUIDELINES

Education and/or Experience

High school diploma or GED equivalency; and any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Knowledge, Skills, and Abilities

Considerable knowledge of Federal housing program regulations; CDBG and HUD housing regulations, guidelines, and procedures; basic affordable housing policies and programs; principles and practices of office management; redevelopment; social and economic problems related to housing needs for those in a lower income bracket; the operation of personal computer and various software application; and the availability of community resources and services.

Ability to read, comprehend, and apply laws, rules, and regulations in determining eligibility and assistance; produce required reports for Federal, State, and Local governmental agencies for the benefit of residents; deal with people of many different mindsets; explain laws, rules, and regulations to applicants; communicate orally with clients and the public in face-to-face settings, using a telephone, or in group settings; make accurate arithmetic computations to obtain precise information for reports and published statistics; make independent decisions to resolve problems or conflicts, and to enforce housing program rules and regulations; maintain effective working relationships with clients and the public; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Ability to operate a variety of standard office equipment; read and interpret building plans, bid documents, work write-ups, and contract specifications.

Special Requirements

Valid State of California Driver's License.

Receive satisfactory results from a background investigation, physical examination, drug testing, and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	<i>Margaret Sullivan</i>