

**CITY OF WASCO
POSITION DESCRIPTION**

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Housing and Community Programs Supervisor	Department :	Housing and Community Programs
Reports to:	Housing and Community Programs Manager	FLSA Classification :	Non-Exempt
Career Ladder:	Housing and Community Programs Manager	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is, under general direction, to direct the administration, implementation, monitoring, coordinating, evaluation and supervision of the various financially assisted housing and community programs funded through federal, state and local sources; supervises and evaluates the work of assigned staff; assists in the development and implementation of goals, objectives and policies; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a first-line supervisory position, with responsibility for directing the day-to-day activities of the Housing and Community Programs Department, including supervising professional, technical and clerical staff. The incumbent works under general direction and is expected to work independently and exercise good judgment in the management of the department. The Housing and Community Programs Supervisor is also responsible for recommending approval/denial of City housing rehabilitation loans and assures compliance with regulatory standards.

ESSENTIAL RESPONSIBILITIES:

Plans, develops, organizes, coordinates, and supervises community and rehabilitation programs involving various types of community and housing rehabilitation projects

Supervises, reviews, and evaluates the work of assigned staff consisting of technical, inspection, and clerical personnel; and trains personnel in the procedures to be followed, recommends training seminars and technical publications for staff

Makes community and rehabilitation staff assignments and develops improved work methods and techniques for assigned staff

Seeks out, develops, coordinates, and makes recommendations on new sources of funding with other agencies, including the Department of Housing and Urban Development, CalHome, California Housing Finance Agency, Banks, etc

Develops and implements a strategy for marketing the various programs

Develops and implements procedures and policies for selection of individuals and housing units for inclusion in the housing program; and monitors cases and caseloads continuously to assure an effective program and efficient use of resources

Reviews and approves all plans and specifications for rehabilitation of individual residential structures, and examines and reviews financial documents for rehabilitation for adherence to guidelines, completeness, clarity, and accuracy

Performs internal auditing functions to determine compliance with all required processing procedures; and assures that subordinate staff carries out fiscal control procedures properly and accurately

Reviews, interprets, and analyzes new rules, regulations, and guidelines to determine the effect on rehabilitation projects and community activities; and distributes changes to staff as necessary

Inspects units undergoing rehabilitation on a periodic basis to assure that the inspection staff is spending sufficient time at job sites while still using their time efficiently

Monitors relocation procedures and payments for relocation, termite reports, design fees, etc

Responds to client issues concerning rehabilitation projects; conducts an inquiry/investigation on behalf of clients, as required; works to resolve issues; and provides follow-up to ensure problem resolution

Acts as liaison for the department with other departments, public and private agencies

Represents the department at various meetings and public presentations, as required

Supervises record keeping and statistical and other report writing related to inspections, estimates, and accomplishments of the program

Prepares necessary correspondence and reports; maintains business-like files and atmosphere; and utilizes personal computer and related software

Directs the planning process for the City's Community Development Block Grant (CDBG) budget and other program budgets, determining the allocation of funds and expenditures

Provides technical guidance and information for various grant applications

Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs, and recommends/implements policy and procedural improvements

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of employee supervision, including selection, training, work organization, evaluation and discipline; Laws, ordinances and codes regulating building construction, inspection and zoning; Low and moderate income housing needs within a sizable urban setting and available programs for financing rehabilitation; Principles and practices of rehabilitation loan program

underwriting criteria and guidelines; applicable federal and local laws; Procedures involved in mortgage default resolution, foreclosure and title escrow functions; Basic budgetary principles and practices.

Skilled in - Assigning, scheduling, directing, reviewing and evaluating the work of assigned staff; Organizing work, setting priorities and exercising sound, independent judgment within established guidelines; Collecting, analyzing, interpreting and applying data to various housing projects and studies; Preparing and presenting concise technical reports; Establishing and maintaining rapport and effective working relationships with clients, the public and City staff; Communicating effectively in both oral and written forms.

Ability to – Plan, organize direct, and evaluate the work of subordinates; train subordinates; interpret and apply rules and regulations; conduct research; work independently and use sound judgment; review plans, specifications, bid sheets, and cost estimates to ensure compliance with program guidelines; analyze an individuals financial status, credit, and property evaluation to determine acceptance and feasibility; speak publicly and make presentations; prepare clear concise correspondence and reports; maintain accurate records; establish and maintain effective working relationship with staff, city departments, public and private agencies, community leaders, and local lending institutions; and use a personal computer and related software.

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License is required

Physical Abilities and Work Environment – Positions in this class are typically situated in a standard office environment however; the need for leaving the office regularly to perform field work and to monitor and inspect job sites will be required.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from high school and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience –Three (3) years extensive professional level experience in housing and urban development or community development agency, a lending institution, or other related institution which provides a working knowledge of mortgage financing, credit evaluation, including one (1) year of supervisory experience **OR** graduation from an accredited college or university with a major in Business, Public Administration, Planning, or related field and two (2) years of experience with a housing and urban development or community development agency, or lending institution which provides a working knowledge of mortgage financing and credit evaluation, including one year of supervisory experience. Experience in housing rehabilitation programs or experience in the development of financial resources programs is highly desirable.

Education - Some college course work in business, public administration, real estate, building and construction, construction management, or a related field

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date