

CITY OF WASCO POSITION DESCRIPTION

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

POSITION SUMMARY:

The fundamental reason this classification exists is, under very close supervision, to help market and promote housing and community programs available through the Housing and Community Programs Department; coordinates various aspects of housing and community programs, works up housing program applications for approval; and prepares and processes loan documents. Performs a variety of responsible clerical and secretarial duties in providing staff assistance to the City’s various programs. Performs related work as assigned

CLASS CHARACTERISTICS:

Housing and Community Programs Technician I is the entry level class in the Housing and Community Programs Technician series. Initially under close supervision, incumbents perform more routine services for clients while learning City policies and procedures and the specific methods and techniques of the work. This class is alternately staffed with Housing and Community Programs Technician II and incumbents may advance to the higher level after successfully completing a one year probationary period and gaining one additional year of experience and demonstrating proficiency which meets the qualifications of the higher level class.

ESSENTIAL RESPONSIBILITIES:

Markets and generates interest in community and housing programs by canvassing targeted areas; preparing and coordinating advertisements, announcements; presentations; and explaining programs to individuals and interested groups

Makes initial contact with interested program participants

Performs office and field work in preparation of eligibility forms for assistance to applicants; determines eligibility of each applicant according to income, credit history, debt ratio, equity, and/or other criteria in comparison to program guidelines; determines which program or combination of programs are most appropriate for the applicant’s housing program needs

Coordinates with owners, tenants, and staff concerning the administration of each phase of the project

Gathers necessary data and prepares notes, trust deeds, affidavits, and other documents required for loan processing; organizes loan packages; prepares and processes invoices for payment to contractors and vendors; prepares and conducts loan settlements and close-outs for rehabilitation

Submits completed applications to the Housing Rehabilitation Programs Supervisor for review and approval

Prepares clear and concise correspondence

Utilizes a personal computer and related software

Coordinates with Grant Administrator/Internal Auditor all loan payments for bookkeeping

Keeps Community Programs Supervisor informed of all activities and to inform him/her, in a timely manner, of necessary actions, problems or requirements

Provides loan file maintenance

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of – Basic mathematics, ratios, and percentages; basic accounting; clerical practices; real estate, housing rehabilitation and mortgage loan terminology; and the requirements of housing programs administered through the Housing and Community Programs Department.

Skilled in - Maintaining accurate records and preparing clear and concise reports and documentation; Exercising sound independent judgment within established guidelines; Dealing courteously and communicating effectively with a variety of individuals in the course of the work.

Ability to - Communicate effectively, orally and in writing; Interact with people of varying socioeconomic and educational backgrounds; Develop and maintain effective working relationships with City employees, members of other agencies and the general public; Interpret and apply complex regulations regarding housing and community programs, financial documents and real estate documents; Maintain confidentiality; Analyze applications in comparison to the requirements for differing programs and evaluate eligibility; Apply guidelines impartially and consistently; Compile and maintain complex and extensive records and files; Compose clear, concise, grammatically correct letters, reports and other written materials; Analyze situations carefully and adopt effective courses of action; Work effectively under deadlines and pressure either individually or as part of a team; Type at a rate of speed sufficient to meet the requirement of the position; Operate and learn various computer applications.

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 to perform field work including visiting job sites will be required.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience 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 of qualifying experience relating to mortgage loan documentation and processing. Qualifying experience should include credit evaluation, mortgage financing and property ownership documentation, and housing loan document preparation and processing.

Education - Graduation from high school

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