

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title:	Housing and Community Programs Technician II	Department : Finance
Reports to:	Housing and Redevelopment Coordinator	FLSA Classification : Non-Exempt
Career Ladder:	Housing and Community Programs Supervisor	Pay Grade: 27 Approval Date

POSITION SUMMARY:

Under general supervision, helps market and promote housing and community programs available through the Housing and Community Program Division; 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 and complex administrative, duties in providing highly responsible staff assistance to the City’s various programs. Performs related work as assigned

CLASS CHARACTERISTICS:

Housing and Community Programs Technician II is the journey level class of the series, fully competent to perform responsible and difficult services for the Division. Incumbents are expected to exercise independent judgments and make sound recommendations based on information provided and client discussion findings.

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 and Redevelopment Coordinator for review and approval.
- Prepares clear and concise correspondence.

- Utilizes a personal computer and related software;
- Performs notarization of documents.
- Coordinates with Grant Administrator/Internal Auditor all loan payments for bookkeeping.
- Performs other duties as assigned.
- 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.

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 Division; basic knowledge of City zoning requirements; and building codes.

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 requirements 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; and the ability to obtain a California Notary license.

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 – May be required to 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 – Graduation from high school and three (3) years of experience providing service to the Division equivalent to the City’s class of Housing and Community Programs Technician I.

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