

**CITY OF WASCO
POSITION DESCRIPTION**

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Housing and Redevelopment Coordinator	Department : Finance	
Reports to:	Finance Director	FLSA Classification : Non-Exempt	
Career Ladder:	Redevelopment Manager	Pay Grade: 44	Approval Date:

POSITION SUMMARY:

The Housing and Redevelopment Coordinator prepares and implements City and Agency Development and Loan Agreements, oversees relocation activities, conducts and administers all housing programs; prepares staff reports and recommendations concerning proposed projects; oversees the evaluation, appraisal and acquisition of property; and contracts for rehabilitation or demolition as needed.

Work involves conducting planning and feasibility studies for affordable housing development and rehabilitation, neighborhood redevelopment, and commercial redevelopment. Incumbents prepare and implement funding proposals and coordinate efforts to fulfill program requirements. A higher degree of expertise in assisted and affordable housing development, the ability to work more independently, and the complexity of projects assigned distinguish this classification from the Housing Development Assistant. The Housing and Redevelopment Coordinator works under the general supervision of the Finance Director who reviews work on the basis of results achieved.

CLASS CHARACTERISTICS:

Incumbents act as team leaders and perform the most difficult technical and public relations aspects of the work. The Housing and Redevelopment Coordinator may monitor and direct the work of others in projects requiring a higher level of expertise and experience in construction or housing rehabilitation programs.

ESSENTIAL RESPONSIBILITIES:

Performs responsible administrative work involving program development, evaluation, research, public information, and management assistance

Participates in strategic planning for assisted and affordable housing programs and redevelopment projects

Coordinates all community housing improvement programs

Oversees preparation and submittal of grantee performance reports, including project descriptions, program budgets, and monthly expenditure and fund requisition reports

Coordinates activities with the Planning and Building Divisions

Monitors developers for compliance with applicable Disposition and Development Agreements (DDA) and Owner Participation Agreements (OPA)

Ensures and maintains compliance with all pertinent federal, state and local laws and regulations regarding housing and redevelopment projects and activities

Collects data, conducts studies, maintains records and prepares reports

Prepares program applications for financial assistance and participates in negotiations with funding sources

Performs feasibility and preconstruction planning for subsidized housing construction and rehabilitation, neighborhood and area redevelopment, and target area planning;

Develops and writes public service announcements, program brochures, flyers, fact sheets, and cover letters to disseminate public information

Responds to Council requests for information by submitting written reports or making oral presentations

Submits proposals for the allocation of program resources;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

Performs related duties as required

Assists contractors and owners with the interpretation of specifications, standards, codes, and contract conditions

Prepares work change orders when any change is required in the job specifications and ensures that contractors comply with the change orders

Reviews contractors pay requests

Authors and presents written and oral reports

Makes staff assignments and develops improved work methods and techniques for assigned staff.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of – Federal, State, and municipal laws and regulations governing redevelopment and related programs and projects; Programs, principles, and resources related to subsidized housing development, urban renewal, redevelopment, housing rehabilitation, neighborhood revitalization and redevelopment. Urban housing and community development planning research methods and procedures. Building, zoning, and property rehabilitation standard codes; Building materials and their limits, uses, and applications; Basic budgetary principles and practices.

Skilled in - Work closely with management, consultants, industrial realtors, Chamber of Commerce and other agencies aimed at achieving the necessary services for housing, redevelopment and commercial prospects. Communicate clearly and concisely, orally and in writing.

Ability to - Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Enter data or information into a terminal, PC, or other keyboard device. Interpret and apply federal, state and local ordinances, laws and regulations related to housing and community development programs. Work cooperatively with other City departments, other governmental agencies, private organizations and the public. Collect, analyze, interpret, and report demographic, economic, and other research data. Work cooperatively with other City employees, contractors, owners, occupants, and builders, often under difficult circumstances.

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

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms. Perform simple grasping and fine manipulation. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. May be expected to lift and move containers weighing up to 25 lbs

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 – Five years of proven project management skills and demonstrated experience in housing, redevelopment or community development. A working knowledge of real estate, financing and credit.

Education – Bachelors degree preferred. Some college coursework or career training in planning, redevelopment, building trades, business administration or a related field that demonstrates a commitment to continuing education. Documented success in housing or redevelopment programs. Demonstrated knowledge of theories, principles and practices of community housing and redevelopment programs.

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