

## **Housing Specialist**

Salary Range: 30 (AFSCME Salary Schedule)

### **DEFINITION**

The Housing Specialist provides responsible professional and technical assistance in the development, administration, and implementation of assigned housing programs which may include existing home loans and affordability covenants, housing rehabilitation activities, oversight, coordination and reporting of Community Development Block Grant (CDBG) funded-projects, qualifying low income loan applications to determine eligibility and grant contract administrations of federal and state housing programs along with other ongoing general planning associated with Long-Range Planning and Housing.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Director of Long-Range Planning and Housing. No direct supervision of staff is exercised.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- In consultation with the Director develop and implement policy decisions for all CDBG programs to further the agency's goals and objectives.
- Work with internal City staff and Director to evaluate current programs and to develop new programs as appropriate to meet the needs of the City of Rocklin.
- Work with accounting to monitor and manage grant funds available for various CDBG grant years.
- Maintain an appropriate data system for record keeping and contract management.
- Input information and data in IDIS and HEROES.
- Participate in the Consolidated Plan process and preparation of Annual Action Plans, CAPERS, required environmental documentation and any amendments necessary due to programmatic changes.
- Provide updates to other staff regarding new guidance from HUD and document internal policy updates.
- Administer NOFA's, collect and review initial applications for funding, and provide recommendations to Director.
- Prepare draft sub recipient contracts and assist with contract execution.
- Build and maintain strong, productive working relationships with appropriate public agencies at the local, regional, state, and federal levels.
- Assist in organization and implementation of annual Point-in-Time (PIT) count.
- Coordinate and participate in annual sub-recipient monitoring visits and prepare follow up communications.
- Determine eligibility criteria for housing programs and rating and ranking methods related to applicant funding requests; recommend appropriate funding mechanisms and

coordinate loan packages and payments, subordinations, reconveyances, assignment and assumption agreements and maintain portfolios related to outstanding loans and affordability covenants.

- Conduct disclosure meetings with housing applicants prior to execution of documents.
- Monitor and coordinate the operations of assigned housing program areas; perform analytical work; assist in formulating program policies, goals, and procedures.
- Monitor and coordinate on-going operations of assigned program areas; maintain documentation and supporting records and statistics.
- Implement grant agreements or affordable housing agreements entered into between service providers, developers, home owners, and the City.
- Provide highly responsible analytical staff assistance including conducting specific and/or comprehensive surveys and analyses of a variety of alternative housing options and funding mechanisms.
- Assist in the preparation of assigned program and project budgets, monitor assigned budget(s), including CDBG, on a regular basis; review invoices and confirm available funds and authorizations; analyze budget information regarding revenues/expenditures and prepare reports in accordance with requirements of local, State, and Federal funding sources.
- Assist with preparation of annual housing element progress report including use and input of data into HCD forms.
- Prepare grant proposals according to funding source requirements; monitor approved grants to ensure compliance with conditions and regulations; maintain appropriate documentation and records, participate in audits conducted by grant authority.
- Prepare and administer contracts and memoranda of understanding related to various housing programs and projects; participate in and coordinate and/or facilitate internal and external committees and staff meetings.
- Prepare and make presentations to a variety of groups, including City Council and other stakeholders.
- Respond to requests for information from the general public, City staff, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.
- Other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Working knowledge of Microsoft Word, Excel, Outlook, and visual presentation.
- Working knowledge of municipal government practices and procedures helpful.
- Pertinent local, State, and Federal laws, ordinances, and rules related to housing rehabilitation and related affordable housing programs preferred.

- Knowledge of the federal and state grant programs, experience with the Community Development Block Grant (CDBG) Program or similar federal block grants and applicable statues/regulations helpful.
- Principles and practices of affordable housing program administration and funding methods.
- Principles and practices of program and project management.
- Basic budget preparation and monitoring.

**Ability to:**

- Proven ability to develop and implement policy and manage relationships with professional staff and external customers on a broad range of community, housing and economic development goals and objectives.
- Ability to establish rapport and maintain congenial working relationship with other local agencies, local elected officials, engineers, grant administrators, construction contractors, and/or other interested parties in the proper implementation of housing activities and grant projects.
- Ability to travel statewide, with some overnight travel as needed for training/conferences.
- Ability to read, interpret, make and document decisions based upon the Code of Federal Regulations regarding CDBG.
- Ability to read and accurately interpret legal documents and contract terms.
- Independently perform professional work in the development, administration, and implementation of a variety of affordable housing programs and CDBG.
- Research methods and procedures including statistical analysis and report writing.

**Minimum Qualifications**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in related field, which may include but is not limited to Public Administrations, Geography, Liberal Arts, Social Services, English, or Social Sciences
- 2-3 years of experience in CDBG and Housing Analysis preferred

**GENERAL QUALIFICATIONS****License Requirement:**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirements due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Incumbents appointed to this job must be physically able to perform the duties of this position including the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; travel to various work sites throughout the city to inspect work, conduct field surveys and attend meetings which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office and field duties; lift light to moderately heavy weights; operate a motor vehicle; manual dexterity to use standard office equipment, supplies and small tools, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen and perform visual inspections in the field; hearing and speech to communicate in person and by telephone or radio.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: September 2020*