

# JOB DESCRIPTION

**Department:** Development

**Position:** Housing Program Coordinator

**Reporting Relationship:** Director of Development

**Category:** Full Time/Exempt/ Salaried

**Date:** June 25, 2009

## **Definition:**

Under the general direction of the Director of Development, the Housing Program Coordinator performs a wide variety of complex administrative and problem solving work related to the City's housing and community development programs; to plan, organize and administer programs such as the Community Development Block Grant Program; and other housing and community development programs. Supervises the administration of programs relating to code enforcement, including housing inspections, rental certifications, and other redevelopment and economic development duties as directed by the Department Director. Also serves as the ADA Coordinator for the City.

## **ESSENTIAL JOB FUNCTIONS AND DUTIES**

### 1. Community Development Block Grant (CDBG) Administrator

- Plan, organize, direct and coordinate all aspects of the CDBG program in accordance with all federal statutory regulations and guidelines.
- Develops, designs and implements new programs, activities and projects under this Grant.
- Responsible for ensuring compliance for federally required plans and reports.
- Liaison with HUD and all community groups, social service agencies and housing development organizations.
- Maintains data and funding in HUD's Internal Disbursement and Information System (IDIS) software program.
- Liaison to New Chauncey Housing, Inc., including attendance at monthly Board meetings. Supervise and assist in the preparation of grant applications for programs and seek out additional funding sources for housing activities.

### 2. Code Enforcement

- Designated as the Program Administrator for the rental housing inspection program to ensure compliance with established codes and standards.
- Supervises the inspection staff, including coaching and counseling; assessing training needs; and job performance evaluations.
- Acts as a liaison between the landlord, the City and/or legal services.
- Performs occasional quality control inspections of personnel.
- Works with administration and legal department on program and policy changes.
- Serves as a back up housing inspector and code enforcer when necessary.

### 3. Redevelopment and Economic Development

- Reviews all development plans as directed by the Director of Development.
- Performs all redevelopment and economic development activities as directed by the Director of Development, including attendance to all Redevelopment Commission and Economic Development Commission meetings.

### 4. Neighborhood Association Preservation and Development

- Acts as liaison with active neighborhood associations.
- Works with citizens in the development of new neighborhood associations.

- Acts as liaison to the Neighborhood Coalition and/or volunteer coordinator.

#### 5. Demographics

- Compiles certain statistics on the City, such as population surveys.
- City representative for all aspects of local review and promotion of the Census.
- Compiles, reviews and analyzes demographic information and provides data to City departments and others as requested.

### **NONESSENTIAL JOB FUNCTIONS AND DUTIES**

1. Performs other related duties as directed by the Director of Development.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree; consideration will be given to an equivalent combination of related education and required work experience.
2. Experience with HUD and Code Enforcement program planning and implementation.
3. Knowledge of federal regulations pertaining to the CDBG, code enforcement, and the Americans with Disability Act.
4. Proficient in MS Office Suite, including Word, Excel and Power Point.
5. The ability to plan financially in order to maintain cost control and manage program funds.
6. The ability to communicate effectively with the public. This interaction is required both for phone conversations and occasional public meetings or speeches.
7. Must be physically capable of operating the use of personal or City vehicles on City business and must possess a valid driver's license and have an acceptable driving record.
8. Ability to research, compile, and interpret numerical data.

### **DESIRED QUALIFICATIONS**

1. Housing Inspector Certification

### **WORKING ENVIRONMENT**

1. Incumbent spends most of his/her day within the office; however, he/she must sometimes meet with others and attend meetings outside of City Hall.
2. Occasional lifting is required, usually 20 pounds or less.
3. Some outdoor work is required for occasional field work, including exposure to extreme weather conditions. The incumbent will be required to climb, stoop, kneel, crawl, and walk. Inspections will also expose this person to extreme hot and cold with possible rain.
4. Casual and professional dress is required for general office work.

### **ESTIMATED OF TIME BREAKDOWN BY JOB FUNCTION**

Incumbent spends an estimated 30% of the day on CDBG administration (Function 1); an estimated 50% on Code Enforcement (Function 2); an estimated 15% on Redevelopment and Economic Development Activities (Function 3); and an estimated 5% on neighborhood and demographic responsibilities. The incumbent must also deal with the public a great deal of the day, either on the phone or on site. Frequently required to work after regular work hours.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

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Director of Development