

HOUSING AUTHORITY COORDINATORDEFINITION

Under direction of the Housing Division Manager plans, develops, organizes and manages assisted housing programs and "special needs" housing programs/activities within a culturally diverse community and is responsible for supervision and staffing of the City's Housing Authority Rental Assistance Program.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans and develops objectives, priorities and tasks to ensure that the Housing Authority is responsive to Division, Department and City goals. Establishes and maintains communication between City and HUD, other governmental agencies, private sector investors, tenants and community leaders to ensure development and implementation of Housing Authority programs which are responsive to community needs. Directs and monitors Housing Authority activities to ensure compliance with federal regulations and guidelines. Directs, coordinates and reviews work plans for rental assistance programs. Administers the Administrative Plan and the Equal Opportunity Housing Plan and updates these plans as needed. Conducts financial needs analyses and feasibility studies for "special-needs" housing. Coordinates Authority participation and assistance in the development of new housing and of existing housing projects to meet needs of low- and very-low-income individuals and families within the City. Conducts special studies, prepares and submits comprehensive reports on community needs; prepares grant proposals for additional funding. Provides staff support to the Housing and Redevelopment Commission and Housing Authority. Attends meetings and makes oral presentations. Develops and administers Housing Authority budget. Supervises, trains and evaluates assigned professional and technical staff. Integrates automation, new technology and Total Quality Service principles and practices to improve productivity. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the single position top-level supervisory class in the Housing Authority, reporting directly to the Housing Division Manager. Incumbents are expected to manage and supervise all aspects of Housing Authority programs and projects from inception to completion; continuously evaluate programs efficiency and effectiveness; and implement improvements to enhance performance. This class is distinguished from the next lower class of Senior Housing Specialist due to its greater scope and complexity and its full supervisory role over Housing Authority staff and programs.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years in a supervisory capacity in a Housing Authority or four years of increasingly responsible administrative or analytical experience in private property management or real estate development, two years of which must have been with a governmental Housing Authority. Education equivalent to graduation from a four year college with a degree in urban studies, architecture, planning, economics, public administration, business administration, or a related field may be used in combination with experience to meet the necessary qualifications, or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal, state and local regulations applicable to rental assistance (Housing Authority) programs; principles and practices of property management, land and real estate economics, residential development and rehabilitation; techniques of conflict resolution; principles and practices of tax-exempt financing; principles and practices of supervision, staff training/development, and Total Quality Service; techniques of program/fiscal monitoring; municipal budgeting and research methods; computer applications in Housing Authority operations.

Ability to: develop Housing Authority goals and objectives; plan and effectively supervise program/project activities; facilitate issuance of tax-exempt financing; analyze applicable regulations; prepare and monitor Housing Authority budget; effectively supervise assigned staff; communicate clearly and concisely orally and in writing; resolve conflicts and establish effective working relationships with government agencies, community leaders, private sector investors and tenants, in a culturally diverse community environment.

SPECIAL REQUIREMENTS

Ability to : work diplomatically and effectively in a culturally diverse community, with a full understanding of communication techniques necessary to promote empowerment and facilitate a positive dialogue on culturally sensitive issues.

Must possess and retain a valid California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours, including evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is a proactive team player who manages complex programs with minimal supervision, and who gives support and clear direction to subordinate staff. Able to fully comprehend and implement broad public policy objectives, this individual is adaptable, detail oriented, resilient, persistent, possesses excellent judgement and deals with others with diplomacy and tact. The Housing Authority Coordinator is keenly aware of the needs to balance the allocation of limited resources within a framework of high demand for public subsidies, and to maintain high standards of program integrity.

Class title established per Council Resolution No. 96-030,
effective 7-1-96

Reviewed: 09/03

ADA approved: 09/03