

TITLE

Housing Division Manager (MM)

JOB CODE

02460

DEPARTMENT

Community Development

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Community
Development

JOB SUMMARY

Administers and supervises the three primary housing programs, which include the Santa Ana Housing Authority, the citywide Neighborhood Improvement Program, and the Housing Development and Improvement Program.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Administers the development of policies, procedures, performance standards and priorities for all housing programs based on analysis and interpretation of State and federal regulations. Administers the preparation and implementation of the City's housing stock evaluation system and formulation of long and short term housing preservation development plans. Supervises and participates in the preparation of applications to fund new and ongoing tax-exempt mortgage revenue bond financing. Coordinates and participates in citywide and neighborhood-based housing planning activities and anticipates and analyzes potential funding sources, eligibility requirements and feasibility of participation. Negotiates with funding agencies to obtain the most suitable form and level of funding with housing developers and architects to ensure compliance with completed projects for compliance with regulations. Oversees the preparation of agenda for Housing Authority and Housing Advisory Commission; provides staff support. Develops division budget which includes separate budgets for the three primary housing programs. Establishes division goals and objectives, incorporating Total Quality Service principles into division procedures and practices. Supervises staff of the Housing Division. Performs other assigned functions as required.

MINIMUM OR DESIRED QUALIFICATIONS:

Four years of responsible administrative and supervisory experience in housing, community development or related field. Graduation from an accredited college or university with specialization in business administration, political science, urban planning or related field. May be used in combination with experience and training which provides the following knowledge and abilities.

Knowledge of: Principles and practices of organization, management and administration as applied to municipal government, community development and redevelopment programs, housing development and housing assistance programs; objectives and requirements of federal and state legislation and grants-in-aid programs in the areas of housing, multiple family rentals; development, rehabilitation and replacement housing assistance; familiarity with various governmental financing options, including tax exempt financing mechanisms and budgeting and accounting.

Ability to: Plan, organize, supervise and coordinate housing programs and projects; establish and

maintain effective and cooperative relations with legislative bodies, government and business officials, clientele, property owners, developers, architects, civic organizations and the general public; communicate effectively both orally and in writing; develop comprehensive programs, reports and presentations.

ORGANIZATIONAL RELATIONSHIPS



Class title change from Neighborhood Improvement Manager per Council Resolution No. 89-087, effective 7-1-89

Class Specification Revised: 5/94
Reviewed: 09/03
ADA Approved: 5/94; 09/03