

HOUSING PROGRAMS COORDINATORDEFINITION

Under general supervision, plans, coordinates and supervises citywide development and/or financing of single family, multifamily, and special needs housing.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Conducts needs analyses, performs research on housing-related issues. Assists in the preparation of City strategies, reports and documents related to the Housing Element, Consolidated Plan, State Controllers Report and any other report of plan required under state, federal or related resources. Assigns and evaluates works of subordinates; facilitates the training and implementation of TQS within the Division; acts as a coach and facilitator for enhancement and growth of housing staff quality teams. Works with citizen groups, housing associations, realtors, and developers in processing citizen and community participation in the preparation of strategies and plans for enhancement to housing and housing opportunities in Santa Ana. Works closely with financial institutions, consultants and other City agencies in the development of programs to effectuate the housing strategies adopted by both the City Council and the Redevelopment Agency of the City of Santa Ana. Coordinates the delivery of City and Agency resources through loan underwriting and funding, construction inspection, and fund dispersal. Monitors participants compliance with agreements and regulations associated with housing program. Evaluates housing development programs to measure program effectiveness and efficiency, prepares comprehensive reports on various projects. Investigates and responds to requests for information and assistance from developers, financial institutions and the public. Assists with or oversees administrative functions including the preparation and implementation of Divisional budget, processing personnel/purchasing needs and problem solving. Provides staff support to the Santa Ana Redevelopment Agency, Redevelopment and Housing Commission, and Housing Authority as needed. Performs other related functions as required

DISTINGUISHING FEATURES OF THE CLASS

This single position classification reports to the Housing Division Manager and acts as the division manager in the latter's absence. The incumbent is responsible for the administration and operations of the division, directly overseeing Housing Authority and Rehabilitation construction activities. The position supervises and is distinguished from Housing Authority Coordinator by the greater scope of responsibility exercised, including serving as the coordinator with HUD on overall City housing activities.

RECOMMENDED MINIMUM QUALIFICATIONS

Four years of responsible professional experience, including two years of supervisory experience, in planning and implementation of single and multifamily housing development or housing assistance programs, supplemented by college-level coursework, preferably including graduate level coursework in Public Administration, Public Finance, Political Science, Planning or related discipline.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are proactive team builders who understand broad policy objectives as well as housing and socioeconomic issues facing a culturally diverse community. These self starters are able to handle multiple tasks within broadly defined priorities and specified time frames, have strong interpersonal skills and are excellent leaders and supervisors. They possess excellent judgment and are able to work diplomatically and effectively with a broad range of individuals from diverse cultural and socioeconomic backgrounds.

Class title change from Housing Development Coordinator per Council Resolution No. 92-034, effective 5-1-92

Reviewed: 5/94

Revised: 2/03