

PROPERTY REHABILITATION ASSISTANT

DEFINITION

Under general supervision, performs moderately difficult and responsible technical staff work in assigned areas of various rehabilitation programs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Gathers, compiles, analyzes and evaluates statistical data and other information; assists in the administration of Residential Rehabilitation Loan and Rental Assistance Programs; reviews applications from interested property owners, residents, and tenants to determine eligibility based on established criteria; performs preliminary appraisals of property to establish comparability; reviews contractor rehabilitation plans, inspects projects at various levels of completion for compliance with Housing Quality Standards; monitors contractor's licensing and insurance, monitors homeowners insurance as required, logs funding, assists in maintaining databases; conducts public meetings to explain programs and assess interest level and support; interprets and explains program criteria, procedures and processes, and State and Federal law requirements; promotes programs through distribution of pamphlets, bulletins and other informational materials; keeps records of all transactions, monitors progress of assigned projects; prepares written correspondence and reports, charts, graphs and statistical data for presentation to management and Housing Authority; and provides assistance to other staff members as needed. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is entry-level professional administrative staff work requiring the application of good analytical and communications skills. Work involves substantial citizen contact and interpretation of federal and state laws, program criteria and departmental rules and regulations.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to two years of college level training with specialization in business or public administration, economics, urban planning, or related field; and some administrative staff experience in a redevelopment, community development, housing or similar agency; or any equivalent combination of education, training and experience which provides the following knowledge, skills, and abilities:

Working knowledge of: the principles and practices of public administration; organization, functions and processes of municipal government and redevelopment, community development or public housing assistance agencies; research methods and procedures; and report writing. Skill in personal computer operation.

Ability to: gather, analyze, interpret, evaluate and draw sound conclusions from technical and statistical data and other information; develop and present ideas and recommendations effectively in writing and orally; establish and maintain effective working relationships with government officials, businessmen, contractors, program clientele, general public and co-workers.

### DESIRABLE CHARACTERISTICS

The appropriate person establishes and maintains effective working relationships with clients, contractors, lenders and other individuals involved with the City's rehabilitation and rental assistance programs. He or she has good written and oral communication skills and organizational ability sufficient to process loan packages. As an assistant to the Housing Development Supervisor, the Property Rehabilitation Assistant is detail oriented and able to follow through on assignments with limited specific instruction.

Class title change from Property Rehabilitation Aide per Council Resolution No. 89-14, effective 3-1-89

Reviewed: 3/04  
ADA Approved: 3/04