

SENIOR HOUSING SPECIALISTDEFINITION

Under general supervision, performs a variety of complex and responsible work involving multi-family housing rehabilitation and Housing Rental Assistance programs. May act as lead person and train Housing Specialist I and II.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares and submits applications for grants-in-aid to federal and state agencies for multi-family rehabilitation programs to augment city's housing rental subsidy program. Prepares, recommends and implements administrative procedures, processes and guidelines for programs. Publicizes and promotes multi-family rehabilitation and housing rental programs through radio, television, information flyers and brochures, newspaper advertisements, community and private meetings. Informs and advises property owners of goals and objectives of multi-family rehabilitation and rental subsidy programs. Reviews and evaluates property rehabilitation plans submitted by the property owner to ascertain the compliance with program criteria. Coordinates with staff to facilitate loan packaging, processing and funding. Works closely with rehabilitation and rental assistance staff to monitor project progress. Directs and participates in resolution of project related problems. Coordinates with other City departments to ensure proposed rehabilitation of property is in conformance with City codes and general plan. Prepares and submits comprehensive reports required by federal and state governments and local housing commission. Monitors changes in federal and state housing-related programs. Researches, investigates and makes recommendations regarding operational policies and procedures. Assists Housing Authority Supervisor as needed. May act as lead person and train Housing Specialists I and II and perform other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This position is distinguished from those of Housing Specialist I and II by virtue of the greater scope, level of responsibility and complexity and difficulty of the projects assigned. Incumbent exercises considerable independence in formulation of procedures and processes for the projects. Good communication and public relations skills are a must to perform effectively in this position.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, political science, sociology or related field, and two years responsible administrative experience in public housing, community relations, community development, or related field OR any combination of training and experience which provides the following

knowledge, skills and abilities.

Knowledge of: principles and practices of organization, management and administration as applied to government-sponsored community development or redevelopment programs, preferably housing assistance programs. Objectives and requirements of federal and state legislation and grants-in-aid programs in the areas of housing rental, rehabilitation and replacement assistance. Familiarity with governmental finance, budgeting and accounting.

Ability to: plan, organize and coordinate separate but related programs and projects. Establish and maintain effective and cooperative relations with clientele, property owners, civic organizations and the general public. Develop comprehensive programs, reports and presentations.

SPECIAL MINIMUM REQUIREMENTS

Possession and retention of a valid California driver's license is a condition of employment.

SPECIAL WORKING CONDITIONS

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

Class title change from Senior Housing Representative per Council Resolution No. 87-59, effective 7-1-87

Former Class Title: Sr. Housing Representative

New Title effective 7-1-87

Class Specification Revised: 6/94

ADA Approved: 6/94

Spec Review in progress: 4/97