

HOUSING ADMINISTRATOR

DEFINITION

To plan, organize and direct the activities of the Housing section within the Administrative Services Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Administrative Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Administrative Services Director.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods including the administration of a variety of affordable housing programs and projects; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in the implementation of affordable housing programs and projects.

Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Perform a wide variety of functions necessary to design, develop, implement, evaluate, and administer activities relating to the City's comprehensive housing program.

Plan, coordinate, analyze and facilitate the development of affordable housing projects.

Assist in the development of plans and specifications for contract documents.

Work with community organizations, public officials, consultants, non-profit groups, developers, real estate agents, and others to develop and implement housing projects and

programs.

Assist with monitoring and retaining certification of the City's housing programs including the General Plan Housing Element and Housing Action Plan.

Manage the City's Community Development Block Grant Program and other Housing Urban Development Grants and programs.

Read and interpret detailed project plans and specifications to determine compliance with applicable codes and ordinances.

Negotiate contracts including development agreements and affordable housing agreements and monitors for compliance with adopted programs.

Prepare grant applications and program reports.

Compile information, write and present technical and other reports and advise staff and decision-makers.

Serve as a liaison to various local organizations representing the City on affordable housing and residential development related matters.

Attend and/or participate in public meetings, committees, and workshops including interdepartmental working groups.

Create and maintain minutes, agendas and supporting materials for public meetings, committees, or working groups and develop public information and responses to public issues.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of affordable housing program administration, financing, and

related development, real estate methods and practices.

Pertinent local, state, and federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Negotiating techniques.

Research and financial analysis techniques.

Basic construction methods and terminology and construction financing techniques.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct the City's housing program related operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and apply City and department policies, procedures, rules and regulations.

Read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.

Effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional experience in affordable housing administration; including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, business administration, public administration or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.