



Range: SG-11
FLSA: Non-exempt
Date: July 1, 2022

HOUSING COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Provides support in planning, coordinating, implementing, and maintaining a comprehensive affordable/workforce housing program for the City of Sedona.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Assists with the administration and operation of the city's housing program
2. Coordinates, facilitates, implements, and monitors programs and initiatives that promote the availability of affordable housing for all residents
3. Collects and maintains data on housing indicators such as home values, rents and vacancy rates.
4. Provides outreach, education, and information, and acts as a liaison to the public regarding housing availability and financial assistance
5. Determines program eligibility by calculating household incomes, and rents in accordance with related regulations; determines income allowances, deductions and required documentation
6. Coordinates community workshops and public-input sessions regarding programs, community plans, development initiatives and proposed projects
7. Develops and maintains website, communications and marketing materials regarding available housing programs and resources
8. Monitors grantee performance and affordable housing units to ensure compliance with contracts and development agreements
9. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of (or ability to learn):

- Affordable housing policies and programs or similar income-based social/public services.
- The technical aspects of housing systems and processes.

- How to successfully and empathetically interact with clients to educate and advise on program processes and requirements.
- Maintaining confidential and sensitive information.
- Basic principles and practices of data collection, spreadsheets, and report preparation.
- Office procedures, methods, and modern computer equipment and software including Microsoft Office Suite.
- Pertinent federal, state, and local policies, laws and regulations.

Ability to:

- Possess a high level of integrity and sense of ethics.
- Coordinate multiple projects and set priorities and objectives.
- Work effectively in an atmosphere of constant interruption.
- Communicate clearly and concisely, both orally and in writing.
- Work in organized team effort and assist in problem-solving work-related issues for continuous improvement in work efforts.
- Maintain highly confidential data and information.
- Communicate clearly and concisely, both orally and in writing.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

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

Experience:

Three (3) years of work experience in one or a combination of the following fields: affordable housing policy, development and/or management of affordable housing, or services for the homeless or other underserved populations in local, county or state government, nonprofits, or businesses.

Education:

A Bachelor's degree is highly desirable.

WORKING CONDITIONS

Office environment with occasional meetings, inspections and site visits to homes and undeveloped land. Some public and group interaction may be required.

Physical Conditions:

Duties may require sitting for prolonged periods of time, working closely with others, and general manual dexterity.