



Range:SG-11

FLSA: Non-Exempt

Date: November 2024

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

The Housing Coordinator will work under the direction of the Housing Manager on the planning, coordinating, implementing, and maintaining the operation of a comprehensive affordable/workforce housing program to achieve the City's housing and housing-related objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives direct 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. Provides excellent customer service to both internal and external customers.
2. Assists with the administration and operation of the city's housing program.
3. Coordinates, facilitates, implements, and monitors programs and initiatives that promote the availability of affordable housing for all residents.
4. Regularly tracks internal performance measurements by collecting and maintaining data on housing indicators such as home values, rents, vacancy rates and numbers of persons served.
5. Provides outreach, education, and information, and acts as a liaison to the public regarding housing availability and financial assistance options.
6. Determines program eligibility by calculating household incomes, and rents in accordance with related regulations; determines income allowances, deductions and required documentation as needed.
7. Coordinates and assists in organizing community workshops and public-input sessions regarding programs, community plans, development initiatives and proposed projects.
8. Executes production of website, communications and marketing materials regarding available housing programs and resources.
9. Performs grant and funding research to determine additional funding opportunities for affordable housing developments and housing-related projects. Disseminates information as required and assists in grant and other funding proposal activities.
10. Monitors grantee performance and affordable housing units to ensure compliance with contracts and development agreements.
11. Conducts research and gathers information for analysis and formulation into community needs and service projections related to affordable housing and housing-related services.
12. Provides technical assistance to for-profit and non-profit organizations involved with housing and housing related services.

13. Oversees permanently affordable rental units including ensuring obligated private property management companies are meeting minimum requirements and monitoring compliance plans.
14. Suggests future modifications to housing programs and internal housing systems and keeps abreast of housing trends and data to help improve the City's housing program.
15. Attends meetings, City events, and other functions as they apply to the program or to the interests of the City.
16. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Affordable housing policies and programs or similar income-based social/public services
- Knowledge of or demonstrated ability and willingness to learn the technical aspects of housing systems and processes
- Experience and comfort meeting one-on-one with people to educate and advise on program processes and requirements while being empathetic and maintaining confidential information
- Understanding of basic principles and practices of data collection, spreadsheets, and report preparation
- Experience with office procedures, methods, computer equipment and software including Microsoft Office Suite

Ability to:

- Ability to be analytical and to think critically.
- Communicate effectively (orally and in writing).
- Compose professional reports, contracts and other documents.
- Establish and maintain effective working relationships with supervisors, other employees, committees, boards, other agencies and the general public.
- Lead by example and be a team player.
- Meet deadlines and perform tasks in a fast-paced environment.
- Learn new information and systems when required in order to maintain effective and efficient communication.
- Exercise diplomatic interpersonal and collaborative skills.
- Maintain confidential data and information.
- Coordinate projects and set priorities and objectives.
- Handle multiple projects simultaneously.

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 and Training:

Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Liberal Arts, Sociology, Business, Public Administration or a related field. Three (3) years of increasingly responsible 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, non-profits or businesses; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job duties.

WORKING CONDITIONS

Office environment with occasional meetings, inspections and site visits to homes and undeveloped land. Some public and group interaction may be required. Occasional after-hours and weekend work may be required.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light to moderate lifting/ general manual dexterity.