

REDEVELOPMENT & HOUSING PROGRAM 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.

SUMMARY DESCRIPTION

Under direction, performs a wide variety of professional level work involving programs, projects, and activities related to the implementation and administration of the City's redevelopment and housing programs; prepares reports required by federal, state, and local authorities; and serves as staff liaison and provides expert professional assistance to City management staff, various public and private organizations, and the general public on community-wide housing and redevelopment related matters.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, coordinate, administer, and direct assigned redevelopment, housing, and related projects, programs, functions, and activities of the City's Redevelopment and Housing Division including affordable housing activities, residential rehabilitation programs, residential redevelopment programs, first time homebuyer program, residential community development block grant programs, and all Housing Element programs including inclusionary programs.
2. Participate in developing and coordinating the implementation of long-range plans, goals, objectives, policies, procedures, and work standards pertaining to Redevelopment and Housing services, programs, and issues; monitor developments related to assigned service area; evaluate impact of assigned service area on City operations; develop specific proposals for action on current and future City Redevelopment and Housing needs; participate in the development of systems, procedures, and standards for program evaluation;
3. Work closely with the City Manager, City Council, the Redevelopment Agency, other City departments, a variety of public and private organizations, consultants, contractors, citizen groups, and the general public in developing programs and implementing projects to solve problems related to the City's Redevelopment and Housing functions; establish and maintain communication with various parties to promote and facilitate the planning and execution of programs and activities within the project area(s).
4. Work closely with homeowners, landlords, contractors, developers, business owners, and property owners in providing program related information and resolving concerns.
5. Advise the City Manager and other management staff, the Redevelopment Agency, and City Council on related issues and matters; provide advice and recommendations related to redevelopment plans.
6. Coordinate efforts of City departments involved in the planning and implementation of redevelopment/rehabilitation and/or development projects.
7. Coordinate with City, federal, state, and non-profit agencies and private companies to develop resources; monitor funding opportunities for housing and redevelopment projects.
8. Participate in the preparation of assigned budget; monitor expenditures and income.
9. Participate in the preparation of a wide variety of reports or presentations for City management, City Council, Planning Commission, interagency, committee, outside agency, and other meetings and

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- conferences; prepare documents for action by the Redevelopment Agency; attend meetings and make presentations as assigned; provide technical assistance to various boards and commissions.
10. Conduct negotiations and assist in final negotiations with owners/developers of properties slated for redevelopment.
 11. Develop specifications and prepare requests for proposals and grant applications.
 12. Administer service contracts between the Redevelopment Agency and consultants; monitor the development, construction, and implementation phases of contracts.
 13. Review site development architectural plans in conjunction with City planning staff as required..
 14. Conduct site visits of residential and commercial properties to ensure compliance with program requirements.
 15. Provide final interpretations of City regulations and various ordinances, codes, and applicable laws to ensure compliance.
 16. Process payoffs of housing loans; prepare reconveyance notices.
 17. Organize and establish detailed project files; maintain statistical information for assigned programs; prepare a variety of monthly and annual reports including reports required by local, state, and federal agencies.
 18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, and programs related to community and urban development/redevelopment.
- Principles and practices utilized in housing programs, housing program guidelines, and requirements.
- Requirements and procedures of Community Development Block Grants.
- Pertinent federal, state, and local laws, codes, and regulations including those relating to the acquisition and disposition of land in a redevelopment environment as well as those affecting the administration of Redevelopment and Housing programs and projects.
- Local, state, and federal legislation on redevelopment and housing programs.
- Funding sources impacting program and service development.
- Recent developments, current literature, research methods, and sources of information related to redevelopment and housing programs.
- Social, political and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Principles and techniques used in negotiations.
- Statistical methods applicable to area of assignment.
- Methods and techniques of effective technical report preparation and presentation.
- Public administration policies and procedures.
- Principles and practices of project management.
- Principles and practices of budget development and implementation.
- Principles and procedures of mortgage banking, credit, loan and escrow activities.

Principles and practices of real estate and real property management applicable to finance, appraisal, and loan transactions.

Basic construction methods and terminology and construction financing techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform professional level duties in support of the City's redevelopment and housing functions and programs.

Plan, organize, and implement duties and responsibilities defined by desired outcomes and objectives. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Effectively apply principles related to the redevelopment processes.

Gain cooperation through discussions and persuasion.

Participate in the development and implementation of goals, objectives, policies, procedures, work standards and internal controls.

Understand, interpret, explain and apply federal, state, and local policies, laws, and regulations including those regulating community development programs and projects.

Prepare clear and concise technical, administrative, and financial reports, statements, and correspondence.

Perform analytical research and prepare statistical reports.

Serve as a liaison between various public and private agencies and groups.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Give oral presentations in small and large group settings or meetings; effectively present information and respond to questions.

Exercise sound independent judgment within policy guidelines.

Prepare complete and comprehensive funding applications.

Prepare and monitor contracts and budgets.

Operate within budget allocations.

Work with diverse groups of people.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Three years of increasingly responsible professional experience in housing, municipal planning, redevelopment, or public administration.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Redevelopment & Housing Program Coordinator position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.