

CITY OF SAN JUAN CAPISTRANO

HOUSING/REDEVELOPMENT 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

To provide complex administrative and analytical work on the City and Redevelopment Agency's Housing Programs; and to perform a variety of technical tasks related to the assigned area of responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Economic Development/Redevelopment Manager.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee and monitor the City's Community Development Block Grant (CDBG) Home and Investment Partnerships (HOME) funding sources and affordable housing projects, and ensure compliance with applicable requirements.
2. Develop and implement the Agency's housing program, the inclusionary housing program; monitor compliance of subsidy agreements between the Agency and affordable housing providers.
3. Monitor housing program compliance with Federal law and regulations; monitor application procedures and processes; recommend revisions to City ordinances related to housing assistance; analyze and implement Federal, State and local guidelines.
4. Provide information and resolve problems with applicants, tenants, owners and the public as needed. Conduct informal reviews with applicants and tenants with regard to program violations and proposed denial or termination of assistance.
5. Manage and maintain the housing program's property leases and licenses; coordinate activities with developers, business groups and outside agencies as related to agreements and easements; develop, negotiate, and administer agreements.
6. Prepare a wide variety of reports requiring analytical review of overall and specific segments of program operations, develop forms to implement programs; collect, analyze and evaluate data to assess local housing and community needs.
7. Identify and seek housing and related funding through grants from Federal, State, Local and Private Sources, including community development block grant (CDBG) funds; facilitate and monitor the implementation of said funding.
8. Manage housing rehabilitation programs, and oversee inspectors and contractors providing rehabilitation services to meet program standards and contract specifications; resolve complaints working with other parties; prepare performance reports and maintains loan records.
9. Advise the City Council and the Redevelopment Agency on housing and Redevelopment issues; prepare reports and make public presentations to the City Council, the Redevelopment Agency Board of Directors and other related commissions and committees; research and respond to requests for information; ensure timely actions on directives and initiatives.

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10. Attend and administer the Housing Advisory Committee meetings including agenda packet preparation.

QUALIFICATIONS

Familiarity with:

- Federal Housing and Urban Development (HUD) and State housing programs and regulations.
- Local codes and ordinances pertaining to housing, redevelopment, rehabilitation, and zoning.
- Affordable and low-income housing programs and requirements.
- Community Development Block Grant programs and reporting requirements.
- Municipal budget preparation and management.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office protocol, practices, procedures and equipment operation.

Ability to:

- Understand, interpret, and apply housing and Redevelopment regulations and codes.
- Analyzing local housing program problems and designing programs to meet Federal requirements and local needs.
- Evaluating and recommending policies and eligibility requirements for housing programs.
- Communicate effectively in writing and orally in a public setting and make effective oral and written presentations.
- Research, Analyze and compile technical and statistical information.

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:

Two years of professional administrative work in housing and redevelopment programs and related public service activities.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, economics, planning, social science, urban studies, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field inspections.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.