CITY OF OCEANSIDE

REVISION: May 2006 CLASS CODE: 2717ME

UNIT: MECO

CLASS SPECIFICATION

SUPERVISING HOUSING SPECIALIST

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

Under general direction, to supervise and coordinate the City's rental assistance programs; to prepare various grant applications and ensure proper allocation of funds; to supervise the work of lower level staff; to assist in the development of program processes and procedures; to supervise special projects; to ensure program adherence to Federal rules and regulations; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Supervises and coordinates the rental assistance programs; supervises subordinate staff including the preparation of performance appraisals; monitors compliance with federal regulations; assist with the preparation of grant applications and HUD reports; completes staff reports for the Housing Commission and Community Development Commission; design and implement new programs relative to area of assignments; responds to requests and inquiries from the public; resolves tenant/landlord disputes; conducts Housing Quality Standards inspections; review tenant files for accuracy and compliance with HUD regulations; conducts research and investigations pertinent to housing programs; serves as liaison with community organizations; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of public housing or rental assistance programs.

Methods and techniques of grant preparation and funding.

Current acceptable public housing quality standards.

Methods and techniques of research and analysis.

Principles and practices of record keeping.

Principles and practices of report preparation.

Principles of supervision.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise and coordinate the City's public housing or rental assistance programs. Apply for grant funding for assigned programs.

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Monitor and maintain assigned funds and budget.

Ensure program adherence to Federal rules and regulations.

Conduct housing quality standard inspections.

Maintain accurate and current records and files.

Prepare clear and concise reports.

Negotiate rental contracts, leases and agreements.

Analyze and interpret Federal and State laws and regulations.

Communicate clearly and concisely, both orally and in writing.

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

Represent the department at public meetings and make appropriate presentations.

EXPERIENCE AND TRAINING QUALIFICATIONS

Experience:

Three years of increasingly responsible public housing or rehabilitation experience, a minimum of two years in a supervisory capacity.

Training:

Equivalent to the completion o the twelfth grade supplemented by specialized training in housing programs or a related field.

Possession of a valid Section Eight Housing Choice Voucher Management Certificate

License or Certificate:

As a condition of employment, employees not possessing a valid Section Eight Housing Choice Voucher Management Certificate must obtain this certification within twelve months from date of employment. Promotional employees failing to obtain this certification with the timeframe specified will revert to their previous classification without right of appeal. Employees not previously employed with the City of Oceanside, who fail to obtain this certification within the timeframe specified, will be terminated from employment without right of appeal.

WORKING CONDITIONS

Environmental Conditions:

Office/field environments; travel from site to site; exposure to computer screens and inclement weather conditions; may work or inspect in confined spaces; extensive public contact; occasional exposure to contagious diseases and unsanitary conditions when conducting inspection of dwellings.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, walking, bending, stooping, kneeling or crawling for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.