

HOUSING PROGRAM MANAGER

*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 administrative direction, to plan, assign, manage, evaluate and direct activities of the City's housing or rental assistance programs; and performs related duties as assigned.

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.*

Plans, organizes, controls, integrates, manages, and evaluates assigned programs to ensure operations and services comply with the policies, funding source commitments and strategic directions and with all applicable laws and regulations; provides leadership and participates in formulating department strategic and long-range service, facilities and resource plans; assist with the development of program budgets; monitors implementation of adopted budgets; directs the development, implementation, and evaluation of plans, programs, projects, policies, funding and service strategies and procedures to achieve short- and long-term department goals, objectives and standards within areas of assigned responsibility; establishes activity measures and measurements of accountability for department programs; prepares staff reports and makes presentations to various commissions and the City Council; participates in assessing program needs and service requirements, legislative, regulatory, and funding opportunities and constraints, intergovernmental issues, trends and innovations in the affordable housing industries and related matters, and ensures Division operational objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; provides leadership and works with the management team to develop and retain highly competent, customer service-oriented staff; prepares analyses and recommendations regarding policy issues and long-range plans to address department service and operational needs; advises the Director as needed regarding policy issues, programs and projects to meet community and customer needs; makes interpretations, recommendations and decisions based on funding source regulations, policies, procedures, and applicable local, state and federal law to ensure compliance within assigned areas of accountability; provides leadership and plays a key role in community outreach and community building activities. Within assigned areas of accountability, serves as the Division's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.

MINIMUM QUALIFICATIONS

Knowledge of:

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

- Methods and techniques of grant preparation and funding.
- Materials, methods and techniques involved in housing rehabilitation and construction.
- Current acceptable 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 housing or rental assistance programs.
- Apply for grant funding for assigned programs.
- Monitor and maintain assigned funds and budget.
- Ensure program adherence to Federal rules and regulations.
- Maintain accurate and current records and files.
- Prepare clear and concise reports.
- 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.
- Exercise, sound, expert and independent judgment.

Experience and Training:

Experience: Five years of increasingly responsible experience in housing or neighborhood services programs and at least two years of supervisory experience.

Training: A Bachelors degree from an accredited college or university in Public Administration, Business Administration or a related field.

License/Certificate: Possession of an appropriate, valid driver's license.

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.