

**CITY OF SALINAS**

**HOUSING PROGRAMS ADMINISTRATOR**

**BARGAINING UNIT/CLASS CODE:**

**AMPS / D04**

**DEFINITION**

To perform responsible administrative and supervisory work in the management of the City's housing activities; develop, implement and direct housing programs; and to provide highly responsible staff assistance in the City's housing finance programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Planning Manager assigned to Housing and Community Development. Exercises direct and indirect supervision of division personnel.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Oversee the City's housing rehabilitation programs. Develop, design and implement financial assistance programs for housing. Assist in the development and implementation of Divisional and program policies and goals. Promote housing conservation in accordance with the municipal housing code. Provide highly technical staff assistance in the development of new housing programs and the modification of existing programs. Assist in implementing the City's General Plan (Housing Element). Select, train, supervise and evaluate assigned professional and technical level staff. Negotiate and mediate sensitive issues within assigned programs. Prepare and present formal reports to the City Council, other departments, public agencies, private businesses and community groups. Perform related duties, as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of public administration, including finance, budgeting, accounting, and municipal housing rehabilitation management. Applicable Federal, State and local laws, rules and regulations regarding housing programs. Research methods and techniques. Community resources. Residential real estate lending practices.

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HOUSING PROGRAMS ADMINISTRATOR (continued)**

**Ability to:**

Develop, implement and direct a variety of housing programs, including but not limited to, rehabilitation, home ownership assistance, and housing construction carried out by non-profit entities. Maintain effective relationships with a wide-range of community, business and special interest groups. Communicate effectively, orally and in writing. Prepare analytical and complete staff reports. Interpret, explain and apply laws, rules, and regulations. Select, train, supervise and evaluate assigned staff.

**Skills to:**

Direct and manage technically complex housing services programs. Negotiate sensitive issues related to housing activities. Work effectively with City and outside agency representatives, community groups and people of diverse backgrounds.

**License or Certificate:**

Possession of valid California Class "C" Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties, would be any combination equivalent to a Bachelor Degree from an accredited college or university with major course work in Urban Planning, Business or related field, and three (3) years of progressively responsible experience administering major, grant supported public agency programs related to housing or community development, with staff supervision responsibilities.

Reviewed \_\_\_\_\_ Approved \_\_\_\_\_  
Department Director Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 2-07**