

CITY OF SALINAS

HOUSING SERVICES SUPERVISOR

BARGAINING UNIT/CLASS CODE:

AMPS / D21

DEFINITION

To supervise the development, implementation, and administration of a municipal housing rehabilitation program providing both technical and financial assistance; and to provide technical staff assistance in program administration.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Manager. Exercises direct and indirect supervision of professional, technical and clerical personnel.

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

Plan, supervise, direct, and coordinate the City's housing rehabilitation and first-time homebuyer down payment assistance activities. Prepare, monitor, and administer operating budgets and funding allocations. Oversee the use of outside professional services (e.g. title company) and consultants (e.g. appraiser); prepare contractual agreements. Assist in the development and implementation of goals, objectives, policies and priorities. Coordinate program activities with other City departments, Federal and outside agencies (e.g. Housing Authority). Research and analyze program needs, and make recommendations to improve program activities; assist with preparation of various housing reports (e.g. Comprehensive Housing Affordability Strategy). Advise property owners, developers, and the general public on housing activities, as necessary. Determine the financial qualifications of loan applicants, perform basic loan underwriting, and recommend loan applications for funding. Recommend issuance of warrants for payment to contractors and vendors. Provide assistance in developing applications for continuation of rehabilitation and other housing programs; oversee grant required and City record keeping. Ensure program compliance with federal, state, and local regulation. Make presentations to private groups and organizations, as well as to public agencies. Prepare correspondence, reports, charts and other materials necessary to accomplish Division goals. Prepare public information materials (e.g. brochures, flyers, advertisements, newsletters, application forms), as necessary. Supervise, train, and evaluate professional, technical and clerical staff. Promote and maintain safety in the work place. 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.

**CITY OF SALINAS
HOUSING SERVICES SUPERVISOR (continued)**

QUALIFICATIONS

Knowledge of:

Federal and local regulations relating to the provision of housing and community development programs. Grant and contract administration. Residential real estate lending and property improvement practices. Principles and practices of public administration, including supervision, record keeping, and budgeting. Research methods and procedures. Operation of personal computers with proficiency in using word processing and spreadsheet programs.

Ability to:

Develop, implement, and direct a variety of housing rehabilitation programs. Correctly interpret, analyze, explain, and apply governmental procedures and regulations. Supervise, schedule, train, and evaluate assigned staff. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, outside agency personnel, and the general public. Communicate clearly and concisely, orally and in writing, in a group and individual situation. Promote the mission, values and standards of an effective public organization, particularly in area of customer service.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required would be any combination equivalent to a Bachelor's degree from an accredited college or university and two (2) years experience in real estate finance, construction trades, housing rehabilitation and inspection, or urban planning.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date: _____

ORIG: 7-93, REV: 2-94, REV: 10-97, REV: 2-07