

HOUSING PROGRAM MANAGER

Job Summary:

Under general direction, performs specialized professional administrative work related to the City's housing and neighborhood development programs, such as First Time Home Buyers Loan Program and the Mobile Home Rent Control Program.

Essential Duties and Responsibilities:

1. Provides complex administrative staff assistance in developing and administering policies and procedures relating to housing programs and grant programs.
2. Researches, prepares applications, and administers grants.
3. Compiles supportive demographic and statistical information regarding housing programs.
4. Prepares reports, agenda items, and correspondence.
5. Interprets, applies, and explains City, State, and Federal policies and procedures related to housing and mobile home rent control.
6. Assists with the development of the division's annual budget by drafting or reviewing justifications for expenditures and compiling supportive data.
7. Disseminates information to the public on behalf of the city in situations requiring judgment and tact.
8. Researches available information on federally assisted housing programs to be aware of current trends and for possible alternate programs funding sources.
9. Provides support to a variety of city commissions, boards, committees, and work groups and attends meetings.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in public administration, planning or related field and four (4) years of full-time, paid professional planning, redevelopment or housing experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Federal, state and city regulations concerning housing and mobile home rent control.
- Objectives, policies, and procedures concerning assisted housing programs.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies and objectives.
- Personal computer and software programs.
- Office practices and procedures.
- General record keeping practices.
- Research, statistical and analytical methods.
- Cost analysis.
- Effective methods of report presentation.

Skill and Ability to:

- Interpret, apply, and explain city policies and procedures relating to housing programs and mobile home rental control.
- Compile, analyze, and evaluate data.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationships with others.
- Identify and analyze problems and take effective corrective action.
- Make effective oral presentations.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodation for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to work evenings or weekends.
- May be required to lift objects weighing up to 40 pounds.