

CITY OF CARSON

Title: SUPERVISOR - REHABILITATION

Job Summary:

Under direction, manages the operation of the Rehabilitation Section in the Redevelopment Agency in the Department of Community Development.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, directs and controls redevelopment agency activities relating to housing rehabilitation.
2. Coordinates the planning and implementation of matters relating to financing of housing rehabilitation.
3. Acts as liaison with community organizations and neighborhood groups in rehabilitation loan programs.
4. Recommends policies and procedures for housing rehabilitation loan programs.
5. Acts as liaison between financial institutions and homeowners.
6. Counsels property owners in qualifying for rehabilitation loans.
7. Prepares cost estimates and loan packages.
8. Coordinates bidding and negotiation of all contracts; assists property owners in the selection of contractors.
9. Analyzes and assists in administration of redevelopment agency budget.
10. Prepares written and statistical reports.
11. Conducts housing inspections as required.
12. Attends meetings and training sessions.
13. Supervises, trains, and evaluates personnel.
14. 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 Experience:

Graduation from high school or equivalent. Approximately five (5) years of full-time paid increasingly responsible experience in rehabilitation construction.

Knowledge of:

- . Building trades.
- . Principles of supervision and training.
- . Office procedures and practices.
- . Rehabilitation and redevelopment financing.
- . Construction and rehabilitation contracts.
- . Cost specification writing.
- . Code standards and construction costs.
- . Federal and state guidelines and regulations affecting home improvement.

Skill and Ability to:

- . Supervise and train personnel.
- . Analyze and interpret data pertaining to rehabilitation construction.
- . Establish administrative and technical procedures.
- . Conduct successful financial property negotiations.
- . Prepare and process loan applications.
- . Effectively communicate in writing and orally.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationships with officials, governmental and private agencies, employees, and the public.
- . Legally operate a motor vehicle in the State of California.

Physical Requirements and Working Conditions:

Employee accommodations 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.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . Is subject to inside and outside environmental conditions.
- . May be required to use personal vehicle in the course of employment.
- . May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.