

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
HOUSING SPECIALIST (PART-TIME)**

GENERAL DUTIES: Under the general supervision of the Housing and Community Development Grants Coordinator, perform housing specialist services to assist City with affordable housing, special needs housing, and homeless supportive housing and shelter. Perform specialized functions related to real estate and real estate financing programs and policies. Assist with the state-mandated Housing Element of the General Plan and the Housing and Urban Development Consolidated Plan. Uses independent judgment in making decisions; may be assigned full responsibility for particular projects or phases of work; performs functions in all levels of the process, such as project preparation and analysis, presentation, explanation, and enforcement. This is an unrepresented, exempt, part-time position.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the safety and Health Handbook, as well as other safety-related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption on one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provide real estate and financial analysis for first time homebuyer loan programs and for multifamily loan programs. Advise city staff on current real estate practices and procedures.

2. Actively participates in the research, development and writing of the City's Housing Element update, Consolidated Plan and other housing policy documents.
3. Researches and evaluates financing sources to support Housing Trust Fund.
4. Prepares applications for state and federal programs related to affordable housing.
5. Maintains statistics on the City's supply of affordable housing and conducts periodic reviews of City's compliance with its Housing Element.
6. Meets with and advises developers and the general public concerning the City's RDO exemption for affordable housing and related policies, codes and ordinances.
7. Meets with and advises nonprofit agencies, developers and the general public concerning opportunities for funding and other support of affordable housing, special needs housing and homeless and transitional housing facilities.
8. Monitors the City's Below Market rate units for compliance with program regulations, including those involved with resale of units.
9. Monitors and maintains the City's housing loan portfolio, which includes determining if loan files are complete and prepared in accordance with applicable Federal and State regulations.
10. Corresponds with lenders, Realtors, title companies, consultants, and State and Federal program representatives.
11. Receives and screens program applications for eligibility.
12. Assists HCD Grants Coordinator with implementing and maintaining homeownership and housing rehabilitation programs.
13. May present staff reports at Housing Advisory Committee, Planning Commission, City Council, and special study sessions as needed.
14. Participates in bidding and procurement process.
15. Participates in training programs.
16. Perform other related work as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Customer service techniques.
2. Reading and interpreting regulations and contracts for local, state and federal affordable housing programs.
3. The use of a personal computer and typical office software such as Microsoft Outlook, Word, Excel, PowerPoint, Publisher, etc.
4. Project management.
5. Effectively presenting technical information to a non-technical audience.
6. Effectively preparing and presenting staff reports to various groups, organizations, Commissions, and the City Council.

KNOWLEDGE: Knowledge of:

1. State, Federal and local laws and regulations and resources in the affordable housing field.
2. Principles and practices of real estate financing and regulations
3. Database management principles

ABILITIES: Ability to:

1. Read, interpret and apply legal and quasi-legal documents with application to local, state and federal affordable housing programs.
2. Read, interpret and edit proforma and sources and uses documents for affordable housing developments.
3. Identify types of data necessary for a project or report and determine the methods used to collect and analyze the data.
4. Perform mathematical and statistical computations.
5. Develop and write clear technical reports including recommendations and alternatives.

6. Establish and maintain effective working relationships with co-workers, other departments, outside agencies and the public.
7. Organize and prioritize workload effectively.
8. Communicate effectively and provide excellent customer service, including communicating effectively with non-English speaking customers.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Optical character reader
9. Cell phone and/or PDA
10. Postage meter and scale
11. Lettering machine
12. Microfiche reader
13. Binding machine
14. Two-way radio
15. Polaroid or digital camera
16. Paper shredder
17. Paper cutter
18. Plans, maps and blueprints
19. Presentation equipment, microphones, easels, overhead projectors, etc.
20. Plan-copying machine
21. Cartography equipment
22. Specialized computer software
23. Automobile, utility truck or van

PHYSICAL DEMANDS:

Under typical office and field conditions or when working out in the field, employee will perform the following physical activities which include handling files, books, binders, planning equipment, and boxes of work-related material:

1. Sitting, for very prolonged periods of time while attending meetings or working at the computer.
2. Walking, during site visits, inspections and enforcement activities in and out of the office.
3. Hiking, during site visits, when inspecting various properties throughout the city.

4. Standing, during Council meetings or other public presentations, for up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying
10. Pushing/pulling
11. Lifting up to 25 lbs.
12. Driving
13. Speed in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, cartography equipment, etc.

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities.

1. Seeing
2. Speaking/hearing
3. Smelling
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 10% of the time.
2. Travel: Under varying conditions via a vehicle or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces during site visits, inspections and enforcement activities.
4. Noise Level: Varying low to high equipment noise may occur during site visit or inspection.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by vehicle and outdoor equipment.
7. Dust: Normal to high outdoor levels associated with construction and inspection activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Some office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment. In the field, employees have minimal exposure to fumes or gases.

REQUIREMENTS TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a Bachelor's degree in City planning, social sciences or in a related field that requires strong writing skills.
2. At least one year of recent full-time, or two years of part-time, professional planning or coordinating experience that has included the development and/or preservation of affordable housing, first time homebuyer programs or other related programs that provide fair housing, homeless support and assistance, and related services.
3. Possession of a California Real Estate License is desired
4. Bilingual skills, which include speaking, reading and writing in both Spanish and English, are very strongly desired.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which may include a drug test.
7. Pass an employment background check which includes a Department of Justice criminal record check and registration in the City of Gilroy's subsequent arrest notification system.
8. Prefer non-tobacco user.