

CITY OF RIVERBANK

HOUSING AND ECONOMIC DEVELOPMENT SPECIALIST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, develops, coordinates, and administers economic development and housing programs, including the First Time Home Buyer program, the Housing Rehabilitation program, and CDBG grants; reviews and approves program applications; underwrites, prepares, packages, and closes program loans; prepares grant funding applications for City projects; oversees and performs inspections of work done by contractors for the Housing Rehabilitation program; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Housing and Economic Development Specialist I

The **Housing and Economic Development Specialist I** is the entry-level class in the Housing and Economic Development Specialist series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Housing and Economic Development Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Housing and Economic Development Specialist II

The **Housing and Economic Development Specialist II** is the journey level class in the Housing and Economic Development Specialist series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range grant writing and administration and for overseeing related housing and economic development programs. This class is distinguished from the next higher classification of Director of Housing and Economic Development in that the latter has overall responsibility for the Housing and Economic Development Division.

SUPERVISION RECEIVED/EXERCISED:

Housing and Economic Development Specialist I

Receives immediate supervision from the Director of Housing and Economic Development. Incumbents in this class do not routinely exercise supervision.

Housing and Economic Development Specialist II

Receives general supervision from the Director of Housing and Economic Development. Incumbents in this class may exercise technical and functional supervision over lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a variety of housing program tasks in the office, at the counter, and in the field; oversees the Housing Rehabilitation program and the First Time Homebuyer program, and other related programs; explains application processes and procedures related to housing programs; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Seeks out and applies for grants for the Housing and Economic Development Department; prepares grant applications and administers and tracks awarded grants; monitors spending of grant funds to ensure funds are being spent appropriately; prepares and monitors annual grant budgets; gathers necessary statistical data and prepares and submits required monthly, quarterly, and annual reports to the appropriate agencies, including CDBG, HOME, and CalHome.
- Interprets and explains housing programs, ordinances, policies, and processes with applicants; accepts and analyzes applications to determine and verify eligibility and consistency with program criteria; packages information with recommendations for review and submission to loan committee for disposition; recommends action to be taken in regards to loan servicing; performs a yearly audit of all housing program files.
- Prepares forms and documents for settlement of approved loans; issues instructions to title companies, loan servicing organizations, and fiscal agents; processes various changes during the life of loans; ensures proper insurance is maintained on all homes with City loans; performs site visits to ensure owner occupation of all homes under a City program; prepares correspondence and notices to delinquent borrowers; follows up and processes needed documentation for loan collection; records payments from homeowners.
- Establishes a list of qualified contractors to perform work in the Housing Rehabilitation program; oversees and inspects fieldwork done by contractors to ensure compliance; serves as a mediator between homeowners and contractors; receive and processes invoices from contractors for work performed; issues warrants for payment; works closely with the Finance Department to coordinate payment of contractors; coordinates with appropriate City departments, contractors, and agents in all phases of housing rehabilitation work.
- Develops and implements Housing Element goals, policies, and programs; monitors, evaluates, and reports on the status of Housing Element implementation programs; assists with departmental and program budgets.
- Maintains clear, concise, and comprehensive records and reports related to programs; composes and types correspondence, reports, forms, and specialized documents; researches, analyzes, and interprets financial and economic data and trends; performs fieldwork related to grant studies, including housing condition surveys, income surveys, and other related studies as needed; prepares marketing and outreach materials for assigned programs.
- Ensures program compliance with a variety of applicable federal, state, and local laws, codes, and regulations.
- Participates on a variety of committees; assists with a variety of citywide special events.
- Responds to questions and concerns from the public, program participants, departmental staff, and

other agencies; provides information as appropriate and resolves service issues and complaints; cooperates and coordinates activities with other agencies and organizations; attends community meetings; provides referrals for County run programs, shelters, food banks, etc.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports, work related documents and when inspecting the work of contractors. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Additionally, the incumbent may be exposed to mechanical, electrical, and chemical hazards when visually inspecting construction work.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Housing and Economic Development Specialist I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Housing and Economic Development Specialist I

One year of experience in housing and economic development programs, and a high school diploma or equivalent. An associate's degree is preferred.

Housing and Economic Development Specialist II

In addition to the above, one year of experience equivalent to that of a Housing and Economic Development Specialist I with the City of Riverbank, and an associate's degree. A bachelor's degree is preferred.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern principles and practices of housing assistance programs and related requirements; basic housing rehabilitation; income level necessary to comply with programming requirements; grant writing and administration; loan application and processing; methods and techniques of preparing loan documents; financial analysis and budget development; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations relating to the provision of housing assistance and economic development programs and grants; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Advise and assist program participants in obtaining and maintaining housing assistance; work with the public in a courteous and friendly manner; seek out, apply for, and maintain grants; analyze housing program applications and grant approval appropriately; process loan documents and assemble loan packages; develop marketing and outreach materials; monitor grant funding and oversee budgets; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing.