#### HOUSING PROGRAMS SUPERVISOR

## **Definition:**

Under general direction plans, organizes, manages and coordinates the activities of the Housing and Community Development Division of the Development Services Department; supervises housing rehabilitation, new low and moderate income housing projects and community development and home purchasing programs; directs and participates in housing counseling, grant and loan processing, field inspections and activity reporting and performs related work as required.

## **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Oversees and monitors the City's Community Development Block Grant (CDBG), Home & Investment Partnerships (HOME) funding sources and affordable housing projects and ensures compliance with applicable requirements.

Promotes the City's housing programs and available funding to the public.

Oversees, prepares and maintains a variety of budgets and mandated reports related to housing programs.

Supervises, coordinates and participates in housing loan processing, counseling and field inspection operations.

Recommends and implements division priorities, programs and objectives.

Analyzes, interprets and evaluates loan policy/processing procedures for rehabilitation, purchase and block grant programs and related regulations.

Manages the selection of, trains, supervises, evaluates and provides direction to assigned staff.

Directs and participates in the preparation of loan/grant applications and related documents, agenda letters, public notices and a variety of reports.

Secures applicable environmental clearances as required by federal, state and local laws.

Provides technical assistance and information to the public and representatives of committees and groups.

Assesses Housing and Community Development Program performance and makes recommendations to loan and advisory committees, property owners, contractors, lenders and applicable officials.

Negotiates, administers and coordinates Affordable Housing services with other agencies and community organizations.

Investigates complaints and responds to problems and inquiries concerning work activities and program administration and resolves problems and disputes.

Staffs citizen advisory committees; coordinates, conducts and attends a variety of committee, community group and task force meetings, makes oral and written presentations and represents the City as assigned.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

## Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Conducts on-site inspection of housing projects as needed.

Lifts and moves boxes of records weighing 30 pounds or less.

## **Class Characteristics:**

Housing Programs Supervisor is a single incumbent division manager position in the Development Services Department with responsibility for the safe, efficient and effective operation and administration of the Housing and Community Development Division.

## **Contacts and Relationships:**

The Housing Programs Supervisor establishes and maintains contact with staff in the Development Services Department and staff in other City departments. Additional contact will occur with the public, housing groups, committees and other public agencies.

## **Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

## Knowledge of:

Principles, concepts, practices, procedures and techniques of affordable housing and building inspection programs.

Legal requirements and economic principles associated with contract administration, affordable housing and community development programs.

Building construction methods, materials and costs.

Effective supervisory and management techniques.

Customer service, conflict resolution and interviewing techniques.

Applicable housing, building, and health and safety codes and regulations.

Local housing markets and available financing programs.

Federal and state loan and grant programs and related requirements.

Budgeting methods and procedures.

Computer applications related to area assigned.

### **AND**

## Ability to:

Supervise, administer and coordinate the processing and documentation of housing applications, construction contracts and loan agreements.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Supervise, train and evaluate and provide technical advice to staff.

Direct and assist in the preparation of technical, activity and statistical reports.

Communicate effectively orally and in writing and make effective oral and written presentations.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

## A typical way to obtain the knowledge and abilities is as follows:

## **Education:**

Bachelors Degree in Public Administration, Social Science, Economics, Business Administration or a related field from an accredited college or university.

#### AND

### **Experience:**

Four years of progressively responsible professional experience in housing and community development programs or related public service activities to include two years of supervisory or lead experience.

## **Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Housing Programs Supervisor file financial disclosure statements in accordance with state and local laws.

# **Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors in an office environment and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps, and may lift and carry boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes, crouch, twist, climb ladders and stairs and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt – Administrative.

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