

**CITY OF GLENDORA
HOUSING REHABILITATION SPECIALIST***

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, coordinates the administration of Community Development Block Grant programs and implements other housing or rehabilitation programs; determines client eligibility for housing rehabilitation and CRA first time home buyer's programs; writes grant applications and monitors expenditures; performs related duties as required.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Administers and implements housing loan, CRA 20% set aside low/moderate housing and rehabilitation programs in accordance with funding source rules and federal, state and City regulations; ensures compliance with program eligibility and occupancy standards; monitors payoffs for deferred loans and First Time Homebuyer Program for both CRA and CDBG funding sources. (a b c d e f g h i j k l m n o p q)
2. Processes applications for housing program participants including rehabilitation, home inspections, improvement contract management and approval of disbursements for housing and mobile home loans, grants and emergency funding assistance programs. (a c d e g h l j k m n)
3. Reviews initial applications for eligibility to participate in government housing rehabilitation programs based on applicants' financial and other program parameters; prepares files for bank review and loan documents; ensures that title records are accurately searched and completed. (a c d e g h i j k l m n o p q)
4. Inspects dwellings and properties to determine code deficiencies in electrical, mechanical, plumbing and structural components; prepares specifications for rehabilitation of dwellings; compiles written reports detailing the cost and scope of work to be performed for obtaining bids from contractors; reviews all plans and specifications for construction to ensure compliance with program requirements and project specifications. (a c d e f g h i j k l m q)
5. Confers with, advises and represents clients in all phases of the rehabilitation and construction process; negotiates contracts between property owners and contractors; advises recipients of loans of their rights, obligations, program rules and content of documents. (a c d e f g h j k l m q)

6. Inspects construction to ensure adherence to contract specifications; authorizes release of progress and/or final payments; monitors any change in construction methods or materials; mediates contractor/homeowner disputes. (a c d e f g h j k l m q)
7. Assumes partial responsibility for CRA 20% low/mod housing and CDBG program administration, including annual CDBG program application preparation, prevailing wage compliance for capital improvement projects, administrative reports, project applications, HUD environmental review processing and coordination with other departments or subrecipient groups for application, review, implementation and coordination on CDBG funded projects. (a b c d e f h j m n o p q)
8. Confers with other City departments on matters regarding housing rehabilitation and other CDBG related programs; informs citizens of program opportunities through participation in public meetings and makes presentations before the City Council and/or Planning Commission. (a b c d f h j k m o)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Administer and coordinate housing and rehabilitation programs.
- e. Maintain a variety of financial and statistical records.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding eligibility of individuals and projects for housing and rehabilitation programs.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Conduct inspections and make decisions regarding appropriateness of required work.

- m. Deal constructively with conflict and develop effective resolutions.
- n. Interview a variety of personnel and make eligibility determinations.
- o. Coordinate activities with a variety of public and private agencies and other City departments.
- p. Interpret financial statements and cost accounting reports.
- q. Understand and apply real estate, title transfer, loan transaction construction contract terminology and procedures.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in business administration, public administration, sociology, psychology or a closely related field plus three years of recent progressively responsible experience working in public housing assistance/improvement programs. Computer experience is desirable.

Knowledge and Skill Levels

Working knowledge of federal guidelines related to Community Development Block Grant funding; Davis-Bacon regulations; research methods and techniques; report and grant writing; environmental review process; loan processing; related housing and rehabilitation program regulations; modern office practices and procedures and financial record keeping.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*This position is wholly dependent upon "Grant Funding" availability and can be modified or eliminated at the employer's discretion.

Revised by *Johnson & Associates LLC* June, 2006