



## CITY OF CITRUS HEIGHTS

### HOUSING AND HUMAN SERVICES PROGRAM COORDINATOR

#### **DEFINITION**

To plan, organize, coordinate and implement the City's Housing and Human Services Program within the Community Development Department; provide expertise in program elements for the City; perform a variety of professional and technical level tasks relative to assigned area of responsibility; and perform related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Community Development.

Exercises direct supervision over administrative support personnel.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish and implement schedules and methods for the implementation of a variety of affordable housing and human services programs and projects and administration of the City's housing and human services programs including federal CDBG and HOME Programs, Cal Home Grant First-Time Buyer Program, and City Housing Rehabilitation Program, and human services projects such as homeless services accessibility, food service, health services and related activities.

Identify, develop and implement Housing and Human Services program activities; compile, evaluate and determine compliance with a variety of federal and state regulations.

Identify and pursue grants that address housing and human services issues such as low-interest loans, public-private housing partnerships, affordable housing assistance, and homeless services; prepare grant applications and seek out additional funding sources for housing activities.

Identify, create, and market housing program development opportunities to private developers, non-profit organizations, other agencies, and other potential partners.

Identify, secure, and coordinate a variety of housing-related contract services funded through City, State and/or Federal sources; monitor contracts and approve payments; and ensure regulatory compliance with reporting and documentation requirements.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Prepare and administer program budget; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies; monitor and control expenditures.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Further the City's efforts in addressing affordable housing and human services issues in the community by participating in a variety of regional groups.

Prepare and present reports and recommendations to the City Manager, City Council and a variety of City boards/commissions/committees, community and business organizations, and other public agencies regarding a variety of housing and human services programs, activities, and projects.

Oversee the Housing Successor Agency including the preparation of annual reports, monitoring and implementation of regulatory changes, and coordinating with non-profits and outside entities as it relates to operations and ensuring the City's replacement obligations are met.

Serve as initial contact to developers as it relates to affordable housing projects within the City; develop and monitor complex regulatory agreements.

Monitor legislation related to housing, homelessness, and human services; develop recommendations regarding City response.

Plan, prioritize, assign, supervise and review the work of administrative support staff related to program activities.

Represent the City's Housing and Human Services Program to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate Housing and Human Services Program activities with other divisions and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties and complete special projects as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of affordable housing and human services program administration, financing, and related development, real estate methods and practices.

Federal Housing and Urban Development (HUD) and State Housing and Community Development (HCD) regulations, policies, administration and compliance/reporting requirements.

Local, regional, state and federal housing policy, including but not limited to, affordable housing, fair housing and homelessness.

Loan underwriting procedures.

Research techniques and report writing.

Policies and administrative procedures of municipal government.

Principles and practices of grant management.

Principles and practices of advanced program and project management.

Principles of community relations.

Correct English usage, spelling, grammar, and punctuation.

Record keeping and basic accounting in order to monitor grants and payments.

Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations.

General office methods, equipment use and procedures, including computers and software applications for word processing, database, and spreadsheet use.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of supervision.

**Ability to:**

Organize, implement and direct Housing and Human Services Program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret complex federal, state and local regulations, laws and policies.

Develop and monitor an assigned program budget.

Perform the full range of complex and difficult professional analytical, programmatic, and administrative duties involving the use of independent judgment and personal initiative.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned administrative support staff.

Develop and implement affordable housing and human services programs.

Research and apply California redevelopment law and CDBG regulations and procedures.

Research, secure, and monitor grant and other funding; process payments; oversee subcontracts.

Independently apply grant and funding application and administration processes; funding sources; residential rehabilitation and financing programs; principles of real estate financing, low interest loans, and eligibility criteria.

Effectively identify, create, and market housing program opportunities to the public, private developers, non-profit organizations, other agencies, and other potential partners.

Ensure program and grant compliance with Federal, State and local rules, laws and regulations.

Research, analyze and interpret findings, and prepare clear and concise reports.

Communicate effectively, orally and in writing; develop and deliver effective oral presentations to groups; prepare professional reports and correspondence.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Attend public meetings in the evening and/or on weekends to perform the requirements of the position.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Operate personal computer with proficiency and familiarity.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work. Work with various cultural and ethnic groups in a tactful and effective manner.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Four years of increasingly responsible professional level experience in affordable housing and/or human services administration.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in economic development, redevelopment, housing, planning, or a related field.

### **License and Certificate**

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

<b>File:</b>	Housing and Human Services Program Coordinator
<b>FLSA:</b>	Exempt/Non-Exempt
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