



CITY OF CITRUS HEIGHTS

GRANTS AND HOUSING PROGRAM TECHNICIAN I GRANTS AND HOUSING PROGRAM TECHNICIAN II

DEFINITION

To perform a variety of technical and administrative tasks related to Community Development Block Grant (CDBG), affordable housing programs, and other city grants; review and process eligibility, certification, and grant administration; provide additional technical support to the department; and to provide information and direction to the public regarding grants and housing.

DISTINGUISHING CHARACTERISTICS

Grants and Housing Program Technician I – This is the entry level class in the Grants and Housing Program Technician series. This class is distinguished from the journey by the performance of the more routine tasks and duties as assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Grants and Housing Program Technician II – This is the journey level class within the Grants and Housing Program Technician series. This class is distinguished from the entry level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Grants and Housing Program Technician I

Receives immediate supervision from the Development Specialist.

May provide technical or functional supervision over office support personnel, volunteers, and/or part-time personnel.

Grant and Housing Program Technician II

Receives general supervision from the Development Specialist.

May provide technical or functional supervision over office support personnel, volunteers, and/or part-time personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide information to the public and assist applicants with various programs including housing and CDBG programs; review applications for program eligibility; process applications in accordance with rules and regulations.

Assist in marketing housing and related programs to the public, non-profit organizations, other agencies, and other potential partners.

Assist with applying for grants, low-interest loans, public-private housing partnerships and other types of affordable housing assistance; assist with the preparation and administration of grants.

Assist with the coordination of a variety of housing-related contract services funded through City, State and/or Federal sources; obtain and maintain contract documentation; process invoices; review quarterly reports.

Assist with the administration of housing programs including, but not limited to, federal CDBG and HOME programs, Cal Home Grant First-Time Buyer Program, City Housing Rehabilitation Program; review loan requests; prepare loan agreements; set-up loan accounts; track fund balances; review completed loan files; explain programs to the public; draft and submit reimbursement requests; assists with monitoring program compliance.

Coordinate assigned program activities and provide notification to other City divisions and departments as required.

Assist with the identification, development and implementation of community education activities related to housing and grant programs.

Prepare and assemble materials for CDBG and housing related meetings.

Prepare a variety of documents and reports related to grants and housing programs and activities.

Assist with various other related department initiatives including economic development and redevelopment projects or programs.

Serve as liaison between providers, the public and City staff; participate in site visits to providers.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Grants and Housing Program Technician I

Knowledge of:

Basic research techniques and report writing.

Practices of interviewing techniques.

Business letter writing and report preparation.

Basic mathematical practices.

Correct English usage, spelling, grammar, and punctuation.

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

Principles and practices of good customer service.

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

Ability to:

Learn, interpret, apply and explain affordable housing and CDBG program regulations and standards.

Intermittently, review documents related to program operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff.

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.

Learn to review, process and administer loan applications including the preparation and review of loan agreements and monitoring of loans for program compliance.

Prepare correspondence, memoranda and reports.

Make accurate mathematical calculations.

Assist the public with questions and respond to inquiries related to assigned programs in a fair, tactful and timely manner.

Learn to understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.

Use a personal computer and a variety of software applications.

Learn and apply basic grant and funding application and administration processes.

Understand local resources, including social services and financial services relevant to low income financing and financial assistance; equal opportunity guidelines and policies as applied to housing.

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.

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.

Communicate clearly and concisely, both orally and in writing.

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

Operate personal computer with proficiency and familiarity.

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:

No previous professional experience required.

Training:

Equivalent to completion of the twelfth grade. Additional college coursework in public or business administration, housing, or related field is desirable.

License or Certificate:

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

Grants and Housing Program Technician II

In addition to the qualifications for Grants and Housing Program Technician I:

Knowledge of:

Principles and practices related to determining program eligibility and participation.

Pertinent local, State and Federal rules and regulations related to grant administration, housing and CDBG programs.

Principles of public education and outreach.

Ability to:

Independently interpret, apply and explain affordable housing and CDBG program regulations and standards.

Independently apply grant and funding application and administration processes.

Independently review, process and administer loan applications including the preparation and review of loan agreements and monitoring of loans for program compliance.

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:

Two years of previous experience in the areas of grant administration and housing programs similar to the Grants and Housing Program Technician I with the City of Citrus Heights.

Training:

Equivalent to completion of the twelfth grade. Additional college coursework in public or business administration, housing, or related field is desirable.

License or 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.

File:	Grants and Housing Program Technician I Grants and Housing Program Technician II
FLSA:	Non-exempt
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Revised:	10/15/10 – Corrected EEO Language