

HOUSING AND COMMUNITY PROGRAMS SPECIALIST III

DEFINITION

Under limited direction, performs technical and analytical duties and responsibilities related to affordable housing, community services, and community development programs, projects, and activities.

DISTINGUISHING CHARACTERISTICS

The Housing and Community Programs Specialist III is the advanced journey level in the Housing and Community Programs Specialist series. The incumbent in this classification is distinguished from the Housing and Community Programs Specialist II by the regular performance of duties requiring knowledge of homeless services including Continuum of Care (COC), Rapid Re-Housing, and use of the Homeless Management Information System (HMIS). The Housing and Community Programs Specialist III class may provide lead supervision and training to assigned staff. Under the direction of the Director of Housing/Community Action Programs, in his/her absence may act in the role of supervisor.

EXAMPLES OF ESSENTIAL DUTIES

The following are job duties typically performed by employees in this classification.

Prepares, processes, and recommends approval of housing rehabilitation or first-time homebuyer loans to lower income property owners; seeks out and informs applicants regarding the housing rehabilitation and first-time homebuyer loan programs; reviews applicant loan applications; screens applicants for program eligibility; arranges for appraisals, pest inspections, and lead based paint inspections; works with Housing Rehabilitation Specialist to determine housing rehabilitation requirements; researches title documents; makes determinations regarding appropriate financing; makes presentations to Housing Loan Committee for loan approval; prepares all loan documents; monitors all construction payments; monitors construction projects; may prepare and record Notice of Completion; receives and closes out all case files when project is complete.

Prepares reports, develops requests for proposals, prepares standard personal services agreements, prepares payment requests, monitors grant expenditures, performs loan servicing duties, determines correct level of National Environmental Protection Act (NEPA) review and prepares appropriate documents, may be responsible for preparation of grant applications and supporting narratives, assists senior staff with community services programs, and assists senior staff with community facilities program.

Seeks out and informs business owners regarding the small business financing loan program; evaluates business assistance loan applications and documentation, including credit worthiness; informs business owners of additional documents required; screens proposed use of loan funds for program eligibility; makes determinations regarding appropriate financing; prepares, processes, and recommends approval of business assistance loans to small business owners; rejects loans by

explaining deficiencies to business owners; makes presentations to the Economic Development Loan Committee for loan approval; prepares loan agreements and promissory notes; monitors all payments; and closes out all business assistance loan files when project is complete.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of:

General knowledge of real estate or small business lending; means of marketing and public promotion; basic loan accounting practices; general knowledge of government affordable housing, community development, social services programs, and funding sources for homeless assistance through HUD; research and analytical techniques; grant writing; and effective communication skills.

Ability to:

Learn the objectives and requirements of government-funded affordable housing, community services, and community development programs; analyze financial packages and prepare complete loan files; evaluate title and loan-to-value real estate issues; evaluate small business credit worthiness; deal cooperatively and communicate effectively with co-workers and the general public; maintain accurate financial records; perform research; work well under time constraints; perform detailed administrative and technical duties; and operate a personal computer.

These standards are typically attained with two (2) years of full-time experience performing the duties comparable to the Housing and Community Programs Specialist II classification.

SPECIAL REQUIREMENT

Possession of a valid California driver license may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

It is also required for the employee to operate a motor vehicle, computer, telephone, and fax machine on a regular basis; to occasionally remove and replace files from cabinets; and to occasionally speak to large groups.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

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