

HOUSING SUPERVISOR

DEFINITION

To plan, organize, direct and supervise federal rental assistance (Housing Choice Voucher program through the Housing Authority), affordable purchase and rental regulatory agreement, and first time homebuyer assistance programs within the Housing Division/Housing Authority; and to perform a variety of technical and analytical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing Manager.

Exercises direct supervision over assigned technical and support staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for federal rental assistance (Housing Choice Voucher program through the Housing Authority), affordable purchase/rental regulatory agreements and first time homebuyer assistance program operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in assigned affordable housing program and project activities.

Evaluate and analyze operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on operations and activities; prepare methodologies and procedures for various work programs and projects; conduct feasibility studies.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee application process, monitoring and reporting of program data of rental assistance programs, first-time homebuyer down payment assistance programs and affordable housing rental/purchase regulatory agreements; work with developers, lenders, title companies, property owners, tenants, homebuyers, government agencies, regarding various affordable housing projects and programs; oversee the maintenance of the housing loan portfolio.

Coordinate and facilitate initial and subsequent periodic meetings with housing developers regarding proposed projects and related agreements; assist developers with marketing affordable housing stock; approve marketing materials prepared by developers; approve affordable pricing prepared by lenders for affordable housing; review appraisals and calculations prepared by lenders; ensure developer compliance with final agreements.

Prepare grant proposals and applications and administer/monitor awarded grants.

Evaluate and review the value of the loan portfolios.

Prepare and deliver presentations regarding City affordable housing programs to City Council, City Boards and Commissions, community and business organizations and other public agencies; research and prepare technical, statistical, financial, demographic and administrative reports.

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 employee and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of implementing and monitoring affordable housing programs.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

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

Real estate practices and trends and current lending practices.

Ability to:

Organize, implement and direct a variety of affordable housing programs.

Prepare loan documents for home purchases, foreclosures, short-sales and housing transactions.

Research, analyze, and make appropriate recommendation regarding assigned functional area.

Negotiate with lenders and realtors.

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 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 and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible professional experience in affordable housing program operations or administration, including one year of lead responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university. Three years of increasingly responsible advanced journey level experience in affordable housing program/project management may be substituted for two years of education.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

Possession of a Real Estate or Contractor's license is highly desirable.

04-26-16

07-08-14

08-25-12 Housing Supervisor