

SENIOR HOUSING TECHNICIAN

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in a variety of affordable housing programs' eligibility, certification, inspection, and purchase/resale activities; and to provide administrative support to the Housing Supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Housing Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities such as being responsible for at least one primary program operated by the Housing Division/Housing Authority. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Housing Supervisor.

Exercises technical and functional supervision over assigned housing technical personnel; and direct supervision over administrative support personnel.

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

Plan, prioritize, review, and participate in the work of staff assigned to a variety of affordable housing programs' eligibility, certification, and inspection activities, including Housing Choice Voucher (federal rental assistance through the Housing Authority), rehabilitation, purchase, new construction and resale activities.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies; review the work of staff engaged in a variety of affordable housing program technical and support activities.

Coordinate, implement and monitor housing programs or major components of a program.

Senior Housing Technician

- 2 -

Provide technical and functional supervision to lower level technical staff and perform the most difficult and complex work in a variety of affordable housing program operational activities; audit and enforce regulatory compliance and agreements related to housing complexes; process and review purchases/resale packets.

Respond to inquiries and complaints received from the public and program participants.

Perform website maintenance.

Review, process, and make recommendations regarding requests for Subordinations of affordable loans; prepare Satisfaction, Release Agreements, and Reconveyances.

Review a variety of housing program data and applications prior to submission to funding and/or lending sources to ensure accuracy and regulatory compliance; monitor escrow accounts and interest earned; process a variety of payments; prepare a variety of reports and maintain statistics for assigned program areas.

Perform site inspections as required or necessary to ensure regulatory compliance; meet with homeowners, property owners, landlords, developers and contractors to provide information and resolve concerns.

Monitor insurance policies of affordable purchases; compile and maintain database; send letters to participants when insurance is due.

Assist Housing Supervisor in preparation of funding applications by compiling relevant data and monitoring program activity; organize and monitor detailed program files.

Analyze and interpret data and prepare written findings; generate a variety of reports, technical documents and correspondence.

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

Knowledge of:

Principles and practices of technical and functional supervision, training, and performance evaluation, including safety practices and related record-keeping.

Principles and practices related to affordable housing programs, including eligibility, certification, inspection, and purchase/resale functions.

Pertinent local, State and Federal rules and regulations related to a variety of affordable housing programs and fair housing laws.

Report writing and preparation techniques; contract compliance enforcement; letter writing.

Modern office equipment and procedures including use of a variety of software applications and website maintenance.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

On a continuous basis, know and understand affordable housing program review and compliance functions and observe safety rules. Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.

On a continuous basis, sit at a desk for long periods of time. Intermittently walk, bend, or stoop while conducting site inspections; perform simple and power grasping; pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex duties related to affordable housing programs' eligibility, certification, inspection, and purchase/resale activities.

Review and prepare required reports; interpret and enforce agreements and contracts.

Use a variety of personal computer software, including word processing, spreadsheet, and data base applications.

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 responsible experience performing duties similar to that of a Housing Technician II in the City of Roseville.

AND

Senior Housing Technician

- 4 -

Training:

Equivalent to an Associate's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license.

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

04-28-16

08-25-12 Senior Housing Technician

04-26-05

07-24-02

12-10-98

02-07-90

10-01-88

05-01-86 Program Technician