

Class Code: H27
City of Anaheim
Class Specification

I. CLASS TITLE: AFFORDABLE HOUSING SPECIALIST

II. DEPARTMENT/CONTROL CENTER: Community Development

III. CLASS DEFINITION:

To perform a variety of professional duties and responsibilities involved in the implementation and monitoring of affordable housing programs and projects.

IV. SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Home Ownership Program Coordinator.

V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Coordinate preparation of affordable housing agreements; ensure compliance with project specifications and requirements; monitor projects and agreements for compliance with Federal, State and local laws, regulations and guidelines.

Monitor and coordinate the development of affordable housing projects; coordinate project activities with the staff of other projects and programs.

Ensure compliance with program regulations and/or project specifications and requirements; monitor programs and projects to ensure compliance with Federal, State and local guidelines and regulations.

Monitor and maintain records on approved funding to ensure compliance with funding agency guidelines.

Monitor and coordinate the disbursement of funds for affordable housing programs and projects received from Federal, State and local agencies; coordinate the City's computerized program related to affordable housing requirements.

Prepare staff reports, agreements and other reports regarding proposed and existing affordable housing programs and projects for appropriate government agencies.

Maintain automated waiting lists for affordable housing programs.

Assist in the review of local, State and Federal regulations and in the preparation of grant applications and funding requests.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Maintain liaison with City staff regarding programs and projects; conduct presentations to developers, renters and buyers to encourage program participation.

Develop and implement marketing programs and activities designed to solicit participation by renters, buyers and developers.

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

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Responsible professional level experience assisting with the administration and monitoring of housing assistance programs and projects including affordable housing projects.

Knowledge of: Principles and practices of affordable housing assistance; principles and procedures of financial record keeping and reporting; Federal, State and local funding sources for affordable housing assistance; pertinent Federal, State and local laws, codes and regulations; basic budgeting and accounting principles; grant proposal writing; basic affordable housing development processes and procedures.

Ability to: Analyze affordable housing assistance methods and procedures; interpret and explain City policies and procedures; analyze and assess community housing needs; interpret and apply Federal, State and local policies, procedures, laws and regulations; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City officials and staff and the general public.

NOTE: The above statements are intended to describe the general nature and levels of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit 09
New 9/89 Ralph Andersen & Associates
Former Job Class - Housing Operations Coordinator
Doc CS1399VK.WP