



Position Title:	Housing Development Coordinator	Pay Grade:	PRN.PB7
Department:	Housing & Community Development	Bargaining Unit	PRN
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	9/19; 1/17; 4/16; 8/06; 3/24; 1/25	W/C Code:	8810
Established Date:	10/92	EEO Category:	Professionals
Supervisory Work:	May Supervise as Assigned	EEO Code/Name:	0201 Urban Planner

Job Overview Summary:

This is responsible professional, technical and public contact work in coordinating and monitoring City-wide housing and community development activities, related financing programs and the review of significant development projects resulting from rehabilitation, redevelopment, and ongoing development projects of economic value. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules. Work is performed under the general direction of an administrative supervisor which is reviewed through conversation, conferences, the analysis of reports and evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:

- Formulates contracts/agreements, policies and procedures designed to achieve affordable housing and community development objectives; approves and oversees contract agreements; approves and processes payments for contract agreements.
- Assists with the formulation, development and oversight of the consolidated, annual, and other local housing plans and strategies for the department and the City’s comprehensive plan.
- Coordinates the facilitation and review of ongoing and future housing development activities throughout the City and public and private financing programs to continue development and economic growth in the City.
- Plans, assigns, directs, and supervises the work of employees engaged in housing development and rehabilitation programs and initiatives.
- Develops policies and procedures related to housing development and rehabilitation programs and initiatives.
- Enforces all aspects of the Build America, Buy America Act, Davis-Bacon Act and the U.S. Department of Housing and Urban Development (“HUD”) Labor Standards/Contract Compliance/EEO compliance; prepares all labor standards contract forms, conducts pre-construction meetings with sub-recipients, developers and contractors; conducts inspections of work sites and interviews workers; prepares and submits necessary reports.
- Develops and coordinates development activities with City departments, to include planning, rezoning, platting, site plan, engineering and building plan review; prepares, monitors and adjusts labor distribution schedules; reviews and approves project-based costs.
- Establishes loan projects in computer system; reviews and approves loans; oversees loan portfolio; provides audit confirmations for subrecipient loans; prepares analyses of loans.
- Coordinates programming and planning of public facilities, utilities and infrastructure improvements, in development areas.
- Writes grant applications for federal and state affordable housing programs; prepares and maintains detailed reports of housing development activities; prepares housing agenda materials for presentation to Council.
- Assists in developing professional relationships with local business groups, civic associations, trade associations and housing representatives to promote housing development and continued housing growth within the City.

- Provides assistance to citizens, realtors, developers, lenders, community groups and outside agencies interested in housing and community development activities and may attend civic and public meetings for the purpose of explaining various housing development projects. Oversees the implementation of affordable housing programs.
- Performs related work as assigned.

Desirable Qualifications:

Graduation from an accredited four-year college or university with major course work in business administration, public administration, economics, finance, planning, or a related field with four (4) years of progressively responsible experience in industrial procedures, commercial and industrial real estate development, urban redevelopment, or grant programs; including proficiency in the use of Microsoft office products and HUD’s Integrated Disbursement Information Systems (“IDIS”) ; or, a combination of education and experience may be considered. .

Knowledge and Skills:

- Considerable knowledge of the principles, practices and techniques of economic development, housing development, marketing, and financing methods; including, considerable knowledge of administrative principles and practices.
- Considerable knowledge of municipal organization and departmental functions, operating procedures, and requirements as they relate to economic development activities.
- Some knowledge of the laws, charter provisions and ordinances affecting planning, development, land acquisition and zoning processes, and knowledge of the code of federal regulations and state statutes which governs the administration of housing and community development programs.
- Knowledge of the principles and practices of community development and neighborhood improvement programs.
- Knowledge of urban planning, redevelopment, and design principles and practices.
- A working knowledge of loan processing, real estate development and economic development regeneration strategies.
- Knowledge of report preparation, techniques, and procedures.
- Knowledge of comprehensive planning, concurrency development, and platting
- Knowledge of community development principles and theories for neighborhood planning and social science research.
- Ability to effectively use and operate various office related equipment and prepare and maintain detailed reports and records.
- Ability to communicate clearly and concisely, orally and in writing, and to provide program compliance guidance to other departmental staff, as needed.
- Ability to establish and maintain effective working relationships with other employees, other private and governmental agencies and commissions, businesses, and the general public, as necessitated by the work.

Required Responsibilities:

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus.* Additional competencies are assigned based on the employee’s job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:

Possession and maintenance of a valid State of Florida Driver's License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.

Public Contact:

Contacts are an essential component of this position and are for the purpose of obtaining and furnishing information, providing interpretations, responding to complaints as assigned, and similar purposes. Work may involve considerable public contact and usually requires the incumbent to interact with the public, various City departments, and governmental agencies, as needed. Work requires an employee of this class to present oneself in a courteous, tactful, and effective manner.