

## CITY OF HEMET

Class Code: 3755  
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Date Adopted: 07/25/2006  
Date Last Revised: New Class

### **HOUSING PROGRAM SPECIALIST**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general supervision, performs the necessary functions required to operate housing programs. To identify neighborhood and community needs and to coordinate efforts to address these needs. To implement neighborhood-based programs and services. This is accomplished through collaboration with neighborhood/community organizations, various City departments and other government agencies.

#### **DISTINGUISHING CHARACTERISTICS**

This is a journey-level class in the Housing Division, responsible for performing a variety of affordable housing program functions.

#### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

Advise and coordinate with owners and property managers of apartments and mobile home park neighborhoods which are funded by, or agreed to work with, the City of Hemet Housing Authority.

Coordinate State funded housing rehabilitation programs.

Process rehabilitation applications; prepare loan documents; inspect single-family and multi-family residential projects; and, prepare bid requests for rehabilitation work.

Give community presentations regarding housing programs.

Attend various special program meetings related to housing programs; provide staff support as required.

Act as a liaison between the City and the community on neighborhood issues.

Serve as a resource on neighborhood related services, programs, and issues.

Conduct and prepare special studies, analyses, and reports related to neighborhood services and programs.

Analyze community or neighborhood needs to develop goals and objectives for implementing neighborhood programs.

Develop and maintain resource directory.

Coordinate and organize community improvement, special neighborhood clean-up, and other neighborhood related activities and events.

Attend and facilitate meetings with other organizations and agencies to coordinate efforts and resources.

Participate in grant application process, including conducting research and writing grants.

Develop presentation, promotional, and educational materials such as visual aids, newsletters, and brochures.

Monitor various service contracts funded by the Hemet Housing Authority and the State of California, and verify that program objectives are being met and report findings.

Advise and assist program participants in obtaining and maintaining housing assistance.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of principals and practices of organizing and implementing neighborhood based programs; Crime Free Multi Family Housing Program, State HCD grant programs (especially the HOME program), and other grant programs; principals of property management; common real estate and lending practices; records control; public housing authority programs;

Skill to speak before community groups and general public and maintain effective public relations.

Ability to explain and apply local, state, and federal laws, rules and regulations; use common computer software packages such as desktop publishing; deal effectively with apartment and mobile home park owners and managers, the public, financial lenders and developers; maintain clear and concise records; explain and apply various rules and regulations concerning resale control units; communicate effectively both orally and in writing.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS GUIDELINES**

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Housing Program Specialist. Example combinations include a high school diploma or equivalent, and at least three years experience in working in housing/neighborhood programs for a municipal government. English-Spanish bilingual skill is desirable.

**CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license, and maintain satisfactory driving record.