

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB443 Homeownership Program Coordinator
POSITION #/TITLE: 2327 Homeownership Program Coordinator	Adopted: 07-08
	Revised:

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 0144/NB442/Housing & Redevelopment Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Coordinates and facilitates housing assistance program services for the City's first-time homebuyer and housing rehabilitation activities; Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Independent initiative is required to respond to multiple ongoing projects. Work assignments are significantly complex, subject to minimal supervision. Discretion is allowed for interaction with and presentation to committees, commissions, boards, City Council and outside interests.

Examples of Essential Work (Illustrative Only)

Coordinates and facilitates participation in the City's federally assisted housing programs with a particular emphasis on financial qualifications for all programs and responsibility for the first-time homebuyer initiative;

Reviews program applications, conducts financial interviews, and determines eligibility for housing assistance programs, including financial qualification;

Maintains detailed and accurate financial and program records and documentation, including disciplined ongoing file-maintenance, to comply with all regulations;

Conducts program outreach, disseminates and explains program requirements, funding options, waiting list development, and general information to applicants, lenders, realtors, partner agencies and the general public;

Coordinates pre-purchase and post-purchase homeowner education initiatives and assists participants in preparing for the homebuyer/homeownership process;

Inspects properties and records detailed inspection findings to determine electrical, plumbing, mechanical, and structural needs and deficiencies relative to grant-funded homebuyer assistance;

Develops work plans and specifications, including cost estimates, and coordinates the bid processes with homebuyers and contractors;

Conducts pre-construction conferences with homebuyers and contractors, reviews plans and specifications, and coordinates rehabilitation work schedules;
Coordinates review of all projects for State Historical Preservation Office and Environmental Review;
Coordinates relocation activities resulting from the City's federally-funded housing assistance programs;
Administers contracts and program budgets for assigned programs;
Coordinates response to requests for lien releases and subordinations;
Monitors project progress, mediates complaints, approves/denies change orders, and performs progress inspections;
Prepares partial and final payment requests as necessary;
Supports the City's other housing assistance activities as needed and works collaboratively with other program staff;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of Community Development Block Grant housing programs, and HOME Investment Partnership housing programs;
Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights and tenant-landlord relationships;
Comprehensive knowledge of current practices and procedures involved in grant application and administration;
Thorough knowledge of public and private funding sources;
Thorough knowledge of local homeless and low/moderate income issues;
Thorough knowledge of financial practices and procedures associated with grant management;
Comprehensive knowledge of the local building Code for single-family resident dwellings;
Comprehensive knowledge of housing codes and housing quality standards;
Ability to interpret, apply and verify Federal, State and local housing assistance eligibility requirements;
Ability to inspect and evaluate properties for program eligibility, historical significance and compliance with housing assistance programs standards;
Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, program participants, building contractors, subcontractors, applicants for assistance and the public;
Ability to prepare accurate and reliable reports containing income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;
Ability to operate a persona computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Business Administration, Urban Planning, Public Administration, or closely related field; and

Considerable experience inspecting construction or residential projects for compliance with municipal codes, and some experience in grant procurement and administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to ensure housing quality and municipal code standards in a variety of residential dwellings.