

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB303 Housing and Healthy Homes Specialist
<b>POSITION #/TITLE:</b> 2221 Housing and Healthy Homes Specialist	<b>Adopted:</b> 09-01 <b>Revised:</b> 04-16

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Community Development	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 09
<b>Reports To Position #/Job Code #/JC Title:</b> 0144/NB442/Housing & Redevelopment Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Eye, Face, Head	

<b>General Statement of Duties</b>
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Coordinates, facilitates and evaluates housing redevelopment programs, Healthy Homes and Lead Based Paint program services for the City's Federal housing programs; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. This classification is distinguished from the Housing Rehab Specialist classification by higher level specialization and required certifications.

<b>Examples of Essential Work (Illustrative Only)</b>
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Coordinates and participates in program implementation in support of City's ongoing need for high quality workforce housing and neighborhood reinvestment including detailed project management of assigned programs to achieve program goals;  
Coordinates activities for multiple Federal and State grant programs for the City's long-term housing and community development needs;  
Maintains and organizes project files for housing and redevelopment projects in database and hard copy;  
Provides technical assistance for housing and redevelopment projects to comply with federal regulations;  
Inspects properties and performs detailed inspections to determine Lead Based Paint hazards for rental and owner-occupied housing;  
Develops work plans and specifications that reflect federal lead based paint requirements and "Healthy Homes" best practices in cooperation with Housing Division Staff;  
Prepares project cost estimates and coordinates bid processes;  
Analyzes bids, prepares contracts and coordinates owner/lender relationships;  
Monitors overall program performance as well as individual project progress, mediates complaints, prepares change orders coordinates payments and conducts project and final inspections;  
Prepares detailed and accurate reports regarding program progress and achievement of goals;  
Disseminates and explains program requirements, funding options, and general information to the public, including provision of Certified Lead Safe Renovator training to contractors and the public using State and Federally approved curriculum;  
Coordinates rehabilitation projects with State Historical Society program managers;  
Coordinates Relocation process for occupants;

Provides training on Safe Work Practices to contractors, landlords, renters, and homeowners;  
Serves as staff consultant to Housing Division Staff regarding Lead Based Paint compliance standards;  
Maintains detailed and organized financial and program records and documentation;  
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 the Department of Housing and Urban Development Requirements for Notification, Evaluation, Reduction of Lead Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance;  
Comprehensive knowledge of federal EPA regulations and Iowa laws pertaining to lead safe renovations;  
Comprehensive knowledge of Displacement and Relocation Assistance for HUD-assisted programs;  
Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights, and tenant-landlord relationships;  
Comprehensive knowledge of housing codes and housing quality standards;  
Ability to negotiate, prepare and monitor financial and construction contracts;  
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 program standards;  
Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, program participants, building contractors, subcontractors, landlords, homeowners, renters and the public;  
Ability to prepare accurate and reliable reports regarding program performance, and reports containing income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;  
Ability to perform detailed project management and to strategically plan and execute activities in order to achieve program goals;  
Ability to perform analysis, evaluate options, and use sound judgment to make decisions that support successful outcomes for assigned programs;  
Ability and comfort with public speaking sufficient to allow for presentation of information to a variety of different audiences,  
Ability to operate a personal 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 a Bachelor's Degree in Planning, Housing Studies, Construction Management or a closely related field; and  
Considerable experience in federal housing program administration; and  
Considerable experience in housing inspections or building trades; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Certifications for Lead Based Paint Inspector within six months of appointment.  
NEHA Healthy Homes credential within six months of appointment.

State approved Training Manager for Renovation, Repair, and Painting (RRP) requirement within six months of employment.

<b>Essential Physical Abilities</b>
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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.