

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB507 Housing & Redevelopment Specialist
<b>POSITION #/TITLE:</b> 0497 Housing & Redevelopment Specialist	<b>Adopted:</b> 01-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Community Development	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 08
<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> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<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> None	

<b>General Statement of Duties</b>
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Develops, coordinates, and facilitates program services for the City's housing and redevelopment initiatives; maintains and monitors records, contracts, financial controls, and compliance activities; interfaces with program applicants, contractors, builders and developers, and the public; 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.

<b>Examples of Essential Work (Illustrative Only)</b>
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Develops and maintains documentation and records for community housing and redevelopment assistance programs in compliance with local, state, and federal laws;  
Screens program applications and proposals for eligibility and documents findings;  
Provides project management and technical assistance for public facility improvement projects, single family and multi-family housing new construction projects, and redevelopment projects to comply with federal, state, and local regulations;  
Develops accurate reports to communicate project status and compliance with program goals/objectives;  
Organizes and develops statistical, demographic, and planning material to facilitate program development, including use of GIS and other data to generate maps and reports;  
Analyzes data and best practices to assist in policy development under the direction of Division Manager;  
Develops contracts, agreements, work plans and specifications for assigned projects in coordination with division staff and other City departments;  
Prepares project cost estimates for public facility improvement projects and coordinates bid processes with sub recipient agencies and contractors;  
Facilitates disposition of City-owned properties in accordance with applicable laws, codes, and ordinances, including public notices and outreach, development agreements, and deeds;  
Conducts pre-construction conferences with developers, builders, facility owners, and contractors, reviews plans and specifications and coordinates construction work schedules;

Coordinates review of projects for State Historic Preservation Office and HUD Environmental Review;  
Serves as compliance liaison for projects subject to Davis-Bacon and Related Acts monitoring, and enforces compliance with prevailing wage requirements;  
Administers contracts and budgets for assigned projects;  
Monitors project progress, mediates complaints, approve/deny change orders, performs inspections;  
Prepares partial and final payment requests as work progresses or is completed;  
Disseminates and explains program requirements, funding options, and general information to applicants, contractors, builders, developers, and the public;  
Maintains detailed and accurate financial and program records and documentation, including disciplined on-going file maintenance, to comply with all regulations;  
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 housing programs;  
Comprehensive knowledge of cross-cutting federal regulations associated with federal grant management;  
Comprehensive knowledge of housing codes and housing quality standards;  
Comprehensive knowledge of market value costs and real estate appraisals;  
Comprehensive knowledge of real estate financing policies, practices and procedures;  
Ability to negotiate, prepare and monitor contracts and agreements;  
Ability to interpret and apply Federal, State and local laws, regulations, ordinances, and eligibility requirements;  
Ability to inspect and evaluate properties for program eligibility, historical significance and compliance with program standards;  
Ability to communicate effectively, establish and maintain effective working relationships with, and provide exceptional service to other City employees, supervisory personnel, program participants, building contractors, subcontractors, applicants for assistance and the public;  
Ability to prepare accurate and reliable reports containing eligibility data, program compliance, property standards, code violations and corrective actions, findings, conclusions and recommendations;  
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, including “solution-oriented” problem-solving skills.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Urban Planning, Housing Studies, Business Administration, or a closely related field; and  
Considerable experience interpreting and applying federal program regulations and performing analysis of data; and  
Some experience evaluating construction or residential projects for compliance with municipal codes; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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None

<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 monitor program eligibility requirements.