

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB462 Housing Programs Specialist
<b>POSITION #/TITLE:</b> 2597, 2598 Housing Programs Specialist	<b>Adopted:</b> 07-97
	<b>Revised:</b> 03-15

<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> Microsoft Word, Microsoft Excel
<b>Personal Protective Equipment:</b>	

<b>General Statement of Duties</b>
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Develops, maintains and monitors records, contracts, financial controls and compliance activities for the City's Federal and State funded housing programs; interfaces directly with program applicants, builders and developers; does 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. The Housing Programs Specialist classification is subject to an employment period consistent with CDBG flood recovery grant funding.

<b>Examples of Essential Work (Illustrative Only)</b>
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Develops and maintains documentation and records for community housing assistance programs;  
Screens program applications to determine financial and program eligibility and documents findings;  
Provides high quality customer service to program participants and the public;  
Assists in marketing and disseminates information regarding program availability and requirements;  
Monitors fiscal, contractual and regulatory standards and ensures program record management and reporting requirements;  
Develops, verifies and maintains fiscal controls for housing programs initiation, revisions, transfers payments and processing activities;  
Develops reports and accounting information for reporting status of and compliance with program goals, objectives and financial requirements;  
Coordinates City programs, projects and activities with social service providers, community housing and development organizations;  
Coordinates receipt and monitoring of new program regulations, standards, financial controls and documentation requirements;  
Organizes and develops statistical, demographic and planning material and develops applications for funding assistance;  
Prepares specifications, contracts and agreements and maintains records and program documentation;  
Attends meetings, conferences and workshops;  
Facilitates disposition of City-owned properties in accordance with applicable laws, codes, and ordinances, including public notices, development agreements, and deeds;

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**

Thorough knowledge of Community Development Block Grant housing rehabilitation program requirements;  
Thorough knowledge of federal HOME Program;  
Ability to read and develop financial recording and reporting statements;  
Ability to prepare and monitor grants and contracts;  
Ability to prepare agreements, deeds, and public notices;  
Ability to prepare accurate and reliable reports containing financial and program data and records, statistical and demographic data, findings, conclusions and recommendations;  
Knowledge of standards and best practices for real estate sales transactions;  
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 high school or possession of a GED, preferably supplemented by an Associate's Degree from an accredited college or university in business administration or accounting; and  
Considerable experience in administering the financial components of grants and contracts for Federal and State programs; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

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 monitor program activity requirements.