

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB483 Housing Redevelopment Analyst
<b>POSITION #/TITLE:</b> 0452 Housing Redevelopment Analyst	<b>Adopted:</b> 01-11
	<b>Revised:</b> 09-15

<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> 11
<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> None	

<b>General Statement of Duties</b>
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Coordinates, facilitates and evaluates federally, locally, and state-funded housing development and redevelopment programs, policies, financial, and program reporting activities; 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. 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, boards and commissions. Work assignments include leading cross-functional teams that include internal and external stakeholders engaged in projects that support the City goals and vision. Complex problem-solving is an expectation for this position.

<b>Examples of Essential Work (Illustrative Only)</b>
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Coordinates division work for multiple housing programs assisted with federal, state, and local funding sources, including both single family and multi-family programs;  
 Develops, coordinates and participates in strategic planning, program development, and program implementation in support of City's ongoing need for high quality workforce housing and neighborhood reinvestment;  
 Facilitates completion of periodic updates to the City's Housing Market Analysis;  
 Develops and coordinates program guidelines for new construction and redevelopment and ensures consistency with market analysis;  
 Maintains and organizes project files for new construction and redevelopment projects in database and hard copy;  
 Provides technical assistance for housing projects to comply with federal, state, and local regulations;  
 Develops program guidelines for sustainable development practices;  
 Provide reports and analysis of new construction housing and redevelopment activities;  
 Facilitates disposition of City-owned property in compliance with state and local requirements in conjunction with programs or projects delivered by the Housing Services Division.  
 Evaluates housing development proposals for market and financial feasibility and makes recommendations to policy makers;

Prepares and execute development and redevelopment agreements in compliance with federal, state, and local requirements;

Provides sustainability analysis for development and redevelopment proposals;

Engages with a broad base of community stakeholders to ensure continuous dialogue regarding long term community needs, role and responsibilities, and ongoing process improvement;

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 enforce compliance with prevailing wage requirements;

Develops and delivers reports and presentations to the City Council and public groups concerning policies, programs, projects, and regulatory compliance issues;

Administers specifications, negotiates contracts, and monitors the program activities;

Monitors project progress, mediates complaints performs inspections;

Prepares partial and final payment requests as project work progresses or is completed;

Disseminates and explains program requirements, funding options, and general information to applicants, contractors and the public;

Reviews program applications, determines program eligibility and assists in the preparation of applications for federal and state agencies and works with financial institutions;

Coordinates projects with other city departments;

Evaluates applications and determines eligibility for housing programs;

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.

<b>Required Knowledge and Abilities</b>
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Thorough knowledge of housing development financing mechanisms, including but not limited to Community Development Block Grant housing programs, HOME Investment Partnership programs; Low Income Housing Tax Credits, Historic Tax Credits, and Workforce Housing Tax Credits;

Thorough knowledge of Federal, State and local laws governing fair housing, civil rights, and tenant-landlord relationships;

Thorough knowledge of land development practices and local zoning requirements;

Ability to interpret and apply the local building Code for single-family residential dwellings;

Thorough knowledge of housing codes and housing quality standards;

Thorough knowledge of market value costs and real estate appraisals;

Thorough knowledge of real estate financing polices, practices and procedures;

Ability to evaluate standard financial worksheets for analysis of housing projects, including development budgets, sources and uses statements, and operating pro formas using accepted industry 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, establish and maintain effective working relationships with, and provide exceptional service to other City employees, supervisory personnel, program participants, developers, builders, consultants, building contractors, subcontractors, applicants for assistance, federal and state agencies, and the public;

Ability to prepare accurate and reliable reports containing program data, findings, conclusions and recommendations;

Ability to manage multiple projects and meet established deadlines;

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 and accredited college or university with a Bachelor’s Degree in finance, urban planning, public administration, construction management or a closely related field; and  
Considerable experience evaluating construction or residential projects for feasibility, sustainability, and compliance with municipal codes; 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 ensure housing quality and municipal code standards in a variety of residential dwellings.