



COMMUNITY DEVELOPMENT / HOUSING SPECIALIST

Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Community Development Director, coordinates and performs a variety of technical and administrative duties in support of the City's housing and redevelopment functions; participates in administering assigned Community Development programs; interviews and determines the eligibility of program applicants; processes loan documents; maintains loan accounts and other departmental records and files; serves as Secretary to the Commission for Community Economic Development; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates, administers, and promotes assigned Community Development programs including the First-Time Home Buyers Program, Down Payment Home Loan Program, and City Paint Program.
- Organizes and conducts First-Time Home Buyers workshops for the general public.
- Oversees the contractual agreement with the non-profit that provides housing and community development services
- Responds to public inquiries regarding Community Development programs and eligibility requirements.
- Screens and interviews applicants; determines applicant eligibility for program participation; provides client counseling and referrals to other service providers; conducts site visits to client homes.
- Meets and communicates with lenders and realtors regarding client loans and/or other program matters.
- Prepares loan documents and reconveyances; monitors loan accounts for compliance with loan terms and conditions; receives and processes loan payments.
- Updates, maintains, and researches loan and/or other departmental records and files.
- Assists in preparing case documentation in relation to loan defaults; provides assistance in coordinating foreclosure processes as necessary.

JOB DESCRIPTION

Community Development / Housing Specialist

- Provides assistance in preparing City-owned properties for sale; coordinates contractor repair work; participates in showing homes during open houses and/or scheduled appointments.
- Reviews and processes the Department's accounts payable invoices including contractor payments.
- Serves as Secretary to the Commission for Community Economic Development; prepares and distributes meeting packets, agendas, and minutes.
- Prepares weekly meeting agendas and related materials for the Finance Committee.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Business Administration or related field; AND three years loan processing experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Community Development operations, policies, and procedures.
- Various types of municipal housing and redevelopment programs.
- Principles and practices of program administration.
- Loan processing procedures and terminology.
- Records management principles and standards.
- General office principles, practices, and equipment.

Required Skill in:

- Coordinating and administering municipal housing and redevelopment programs.
- Responding to program inquiries, interviewing applicants, and determining program eligibility.
- Preparing loan documents and monitoring and maintaining loan accounts.
- Providing secretarial support to commissions and committees.
- Reviewing and processing invoices and requests for payment.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and occasionally in the field.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.