

POSITION TITLE: HOUSING SPECIALIST

DEPARTMENT: GRANTS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Grants Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for utilizing Federal and State funding to the extent that full maximization and regulatory compliance is obtained for the benefit of qualified citizens and the improvement of the infrastructure of Bowling Green.

JOB RESPONSIBILITIES

Manages and administers all housing programs, including all downpayment, rehabilitation and fair housing programs.

Prepares payment drawdown requests, federal and state status/closeout reports

Makes public presentations and prepares informational material about the programs

Performs onsite initial, interim, and final inspections of housing projects

Prepares computer generated cost estimates and specifications for each housing project

Performs underwriting, loan closings, mortgage recording, processing of subordination and pay-off requests

Ensures housing program files are maintained to meet all regulatory standards.

Tracks and maintains outcome-based and demographic data for housing activities.

Performs marketing duties for all housing programs, including Fair Housing.

Performs other departmental and program related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel and lift up to 10 pounds.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Knowledge of real estate, mortgage closing papers and procedures and loan underwriting Knowledge of Local and State building codes and program regulations Knowledge of construction trade principals Knowledge of housing and urban development Knowledge of building, electrical, plumbing, fire and health codes Ability to interpret basic plans, drawings and blue prints Ability to use spreadsheet, database, word processing and selected job-specific software Must maintain a valid Ohio Driver's License and have the ability to drive in all weather conditions <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to adequate allocate resources to meet objectives Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to deal with a variety of concrete variables in situations where only limited standardization exists Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions Knowledge of methods and techniques of research Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols, and government regulations 	<ul style="list-style-type: none"> Ability to perform standard business arithmetic, including percentages and decimals Ability to research, compile and summarize a variety of informational and statistical data and materials Ability to develop original, unusual, successful approaches Ability to create and readily draw on a large pool of diverse sources of information <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to let people know of decisions, changes, and other relevant information in a timely fashion Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to use appropriate style, format, and tone in informal and formal business communications Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary Ability to prepare clear and concise reports, correspondence and other written materials Ability to prepare analyses, policies and/or budgets <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality Ability to arrive at constructive solutions while maintaining positive working relationships

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed both indoors in all temperatures, and outdoors in all weather conditions. The activity schedule can be irregular; incumbent is required to work by mechanical hazards and around electrical hazards. Must be able to work overtime. <u>Must be able to work in close proximity to others.</u></p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent in construction-related area; Lead Paint Abatement certification; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.