



EMPLOYMENT OPPORTUNITY

HOUSING & COMMUNITY DEV SPECIALIST I (Internal Only)

Salary: \$29.37 - \$41.50 Hourly
\$5090 - \$7192 Monthly

Job Type: Full Time

Department: Housing

Benefits: Full Time Benefits Eligibility

The Position

Under direct or general supervision, learns and/or performs a wide variety of professional support work in creating, implementing, monitoring, and processing housing and redevelopment programs; acts as liaison for the Town with a variety of private, public, and community organizations, and regulatory agencies; conducts studies and develops recommendations for action, policies, and procedures; provides professional assistance to Town management staff in areas of expertise; performs related work as required.

Job Functions

- Prepares and processes loan applications from start to completion for the rehabilitation of real property of targeted income groups, including interviewing applicants, performing intake duties, processing loan applications, evaluating, collecting and verifying application information, explaining the various Town Housing and Redevelopment Programs to prospective loan recipients, and taking applications through to the approval process.
- Performs technical administrative assistance and support duties for the Economic and Community Development Department; creates, implements, and participates in various technical processes, procedures, and programs; provides information and assistance to the public on technical processes, procedures, and programs.
- Coordinates, implements, and maintains Town housing, redevelopment, and CDBG programs provided to the local community, including recommending, developing, updating, and implementing housing and redevelopment programs, projects, financial administration, and contract compliance.
- Prepares and processes grant applications; monitors and implements grant funding for Town programs in the area of housing and redevelopment, including reporting grant funding activities according to applicable grant regulations.
- Implements and monitors procedures for loan/grant closings, including coordinating and interacting with owners and escrow companies, setting up loan collection accounts, implementing procedures regarding loan/grant defaults, loan extensions, and related monitoring requirements.
- Provides oversight of property inspections and related work write-ups; monitors adherence to program eligibility and guidelines; prepares rehabilitation contracting documents and monitors the bidding process.
- Facilitates resolution of contract disputes between homeowners and contractors; disburses funds to contractors for work completed, including providing the final accounting of loan proceeds, and adjusting and documenting changes to note as required.
- Monitors changes in laws, regulations, and technology that may affect housing operations; implements policy and procedural changes as required.
- Performs project research, analysis, and report preparation related to the activities of the department to which assigned; may prepare technical reports, applications, and perform other technical work related to the department to which assigned.
- May prepare written staff reports and agenda items regarding various housing, redevelopment, and CDBG projects for the Town Council and various committees and advisory boards.
- Creates marketing and information materials to promote housing and redevelopment programs (i.e., brochures, handouts, and news releases).
- Establishes and maintains records and files for Town rehabilitation, CDBG, and redevelopment programs, including all documentation regarding loans, contracting agreements, and fund disbursements.
- Participates in field survey work, including gathering data for Federal and State grant applications, and verifying project status.
- Informs members of the business community (i.e., developers, nonprofits, contractors, and local housing advocates) and the general public, through training and informational sessions, about Town housing, redevelopment, and CDBG programs, policies, procedures, and standards; establishes and maintains effective working relationships.
- Acts as the Town's representative and liaison on relevant topics, including but not limited to, responding to questions

and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public and making public presentations.

- Receives, investigates, and responds to citizen complaints, inquiries, and requests for services.
- Performs other duties as assigned.

Qualifications

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, economics, or a related field. One (1) year of programmatic and related administrative support experience in housing and/or redevelopment. Additional experience as outlined above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required. **Recruitment will close on June 9, 2016 at 5:30 p.m.** Application package is on our website at www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley, CA 92307 or sent via email to humanresources@applevalley.org.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.