



EMPLOYMENT OPPORTUNITY

Housing and Community Development Technician

Salary: \$22.38 - \$31.62 Hourly
Job Type: Full-Time
Department: Housing
Benefits: Benefits Eligible

** Pending Council Approval January 2023**

The Position

Under direct supervision, performs a wide variety of technical and administrative assistance in support of the Town's Housing and Community Development programs; provides assistance to the general public via telephone or front counter reception; attends on-site and off-site program related meetings and events; performs other duties as assigned.

Job Functions

- Assists members of the public and contractors in person or on the phone; provides general housing and community development information on department/Town policies and procedures; answers general questions and provides information to the public on technical processes, procedures, and programs available in the community; researches information; interprets data and explains requirements, regulations, and procedures; assists with inquiries pertaining to Housing and Community Development programs.
- Assists in preparing applications for underwriting.
- Assists in the application process for residents applying for housing program assistance by evaluating applications for completeness; maintains appropriate logs and reports; meets with applicants to conduct intakes to receive completed applications.
- Monitors grant funding activities according to applicable grant regulations.
- Provides technical support to Housing staff by conducting research; provides required information for specific meetings; assist in the preparation and review of meeting minutes.
- Assists in maintaining project files; and assists the project manager as a second point of contact for loan recipients, contractor, and project manager; including preparing change orders and reimbursement requests for project and construction manager review.
- Attends on-site and off-site meetings and events when required; participates in field survey work as needed, including gathering data for Federal and State grant applications, and verifying project status.
- Performs a wide variety of clerical work including maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information; maintains project files.
- Establishes and maintains records and files for Town housing programs, including all documentation regarding loans, contracting agreements, and fund disbursements.
- Assists in Housing loan portfolio monitoring; including recommending, developing, updating, and implementing monitoring requirements, payoff demands and subordination requests. Works with owners, escrow companies, lenders to complete mortgage and loan document requests.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- May assist in the preparation of written agenda items regarding various housing programs for the Town Council and various committees and advisory boards.
- Makes copies; collate materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Creates marketing and information materials to promote housing and community development programs (i.e., brochures, handouts, and news releases).

- Maintains records and files for Town housing programs, including all documentation regarding loans, contracting agreements, and fund disbursements.
- 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; assist in collaborating with involved parties to reach resolutions on identified issues.
- Receives, investigates, and responds to citizen complaints, inquiries, and requests for services.
- Participates in a variety of special projects as assigned.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required: Equivalent to the completion of the twelfth (12th) grade, and two (2) years of administrative or general clerical support experience with at least one (1) year of dealing with the public. Knowledge in federally funded housing programs is highly desired.

License:

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

Selection Process

A completed Town employment application is required by the close of recruitment, on **Thursday, January 5th, 2022, at 5:30pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status 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.