

## HOUSING REHABILITATION COORDINATOR – GRANT-FUNDED

### JOB DESCRIPTION

**Classification Responsibilities:** A Housing Rehabilitation Coordinator – Grant-Funded is responsible for supervising, coordinating and overseeing the implementation and operation of the City’s Housing Rehabilitation program. This class plans, directs, supervises, and evaluates the day-to-day activities of staff that performs specialized office and/or field work involving planning, implementing, and coordinating housing rehabilitation activities for the Housing Services Division, which involves regular (single-family, owner-occupied) rehabilitation, emergency rehabilitation, and rental rehabilitation projects. Duties include: acting as a technical expert for the rehabilitation program and resolving problems and issues; interpreting building codes; preparing specifications and cost estimates for rehabilitation work by contractors; explaining the Housing Rehabilitation Program; assisting clients with and processing their rehabilitation applications; determining the homeowners’ eligibility for the rehabilitation program and qualifying them for loans based on their ability to repay; determining whether monthly payment plans or permanent liens are more appropriate; working with the City’s Financial Services Department to establish loan payment plans; preparing contracts, deeds, liens, lien releases, and other legal documents; meeting with rehabilitation clients to review, sign, and record necessary legal documents; counseling clients and revising payment plans or subordinating the City’s liens to allow clients to refinance loans or to obtain second mortgages; establishing and maintaining project files to ensure documentation complies with HUD requirements and City regulations; working with other divisions, including Code Compliance and Town Center Development, involved in the implementation of the Housing Rehabilitation Program; communicating with, and referring clients to, other local social service agencies for non-housing assistance; explaining rehabilitation programs to housing contractors, developers, lenders, and mortgage and title companies; overseeing the expenditures of the federal grant funds; and preparing related reports. This class is also responsible for supervising and training the Program Assistant and Housing Rehabilitation Specialists assigned to Housing Rehabilitation.

**Distinguishing Features:** Supervision is received from the Housing Supervisor who reviews work through conferences and results achieved. This class is FLSA exempt-administrative. This classification has been designated as a non-classified, non-merit system, at-will position.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) full-time experience in the administration of housing programs or mortgage-banking services. At least one year lead/supervisory experience.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification.** Bilingual (English/Spanish) speaking skills are highly desirable. Certification through the National Association of Housing and Redevelopment Officials (NAHRO) is also highly desirable. Graduation from an accredited college or university with an Associate's Degree in Business Administration or a closely related area is preferred. Experience as a building contractor, building inspector, or similar position, including preparation of plans, specifications, and cost estimates OR experience working in the construction field and building trades, including preparation of plans, specifications, and cost estimates.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, federal agency officials, lenders, and title companies in order to answer questions, verify ownership, qualify owners for programs, establish loan payment plans or permanent liens, subordinate liens, and report rehabilitation activities. Instructs and trains subordinates or others on housing rehabilitation requirements, guidelines, and procedures. Prepares written documents such as correspondence, liens and lien releases, loan payment plans, and reports to explain housing programs; communicate financing and payoff information with homeowners, title companies, and lenders; or report on funding and program activities.

**Manual/Physical:** Reviews the work of others to ensure compliance with HUD regulations, the Housing Services Administrative Plan, federal regulations such as Community Block Development Grants (CBDG), and Home Investment Partnership Program (HOME). Operates a variety of standard office equipment such as: a personal computer (PC), printer, voicemail, fax machine, and copy machine to produce reports, documents, and correspondence, distribute documents, collect data on units rehabilitated, and track liens and releases. Conducts home visits for application process. Enters data or information into a PC in order to track projects, collect data, prepare management reports, and report housing program activity. Prepares mailings to provide communication for housing rehabilitation programs. Sorts, files, and distributes materials such as recorded liens, project files, memos, letters, etc. Inspects, monitors, and or evaluates information to determine compliance with standards, regulations, guidelines (i.e., workmanship standards, program standards, HUD guidelines, CBDG, and HOME guidelines). Operates a motor vehicle requiring a standard Arizona Driver's License to make home visits, investigate client and/or contractor complaints. Prepares and/or updates maps, schedules, graphs, or chart in order to complete federal and local reports. Meets scheduling and attendance requirements.

**Mental:** Organizes and directs the activities of staff involved in the housing Rehabilitation program. Prioritizes own work. Prioritizes, assigns, supervises, and evaluates the work of a staff performing office and rehabilitation work. Resolves procedural, operational, and other administrative issues by identifying problems, communicating with other staff, and researching and implementing solutions. Coordinates work activities, program functions, and other tasks with other City departments, other cities, other housing agencies, public agencies, social services agencies, lenders, and title companies to coordinate housing programs and activities and to implement the Revolving Loan Program. Conducts research and analyzes data for home ownership, units rehabilitated, and contractor activity to adapt programs to citizens' needs; monitor contractors' performance; and tracks program progress. Performs mathematical calculations, statistical computations, and financial analysis to determine deferred payment loans, payoffs, and budgets. Provides input related to the rehabilitation program budgets. Comprehends and makes inferences from written materials such as the Housing Services Administrative Plan, HUD

guidelines, state laws, City codes to establish guidelines for participation and to administer the housing rehabilitation programs. Learns job-related material through on-the-job or classroom training regarding HUD guidelines, mortgage banking practices, computer programs, etc.

**Knowledge and Abilities:**

Knowledge of:

HUD policy and housing regulations;  
federal, state, and local requirements pertaining to federally assisted housing rehabilitation programs;  
basic construction contracts and related documents such as liens, lien releases, subordinations, Deeds of Trust, etc.; and  
generally accepted procedures for contract administration, including cost estimation, specification preparation, and bid letting;  
the building trades and International Building Code (IBC), which covers the fire, life, and structural safety aspects of all buildings and structures;  
loan packaging and mortgage financing procedures;  
generally accepted procedures for contract administration;  
socioeconomic problems and needs of low income families and individuals, including the elderly and disabled;  
community resources and referrals;  
the City of Mesa’s housing program jurisdiction; and  
supervisory practices.

Ability to:

properly interpret, and make decisions conforming to regulations and policies;  
complete recurring assignments independently and without specific instruction;  
maintain complex records and prepare accurate reports from such data;  
assist homeowners in applying for loans or other financial assistance;  
develop good working relationships with title companies, construction contractors, and low income clients;  
enable clients to retain their dignity and self-esteem when circumstance requires their accepting City and federal housing rehabilitation assistance; and  
work as a team member with other Housing Division staff.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 44-200

PAY GRADE: 49

IND-9410

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