

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	HOUSING SPECIALIST		
Department:	Community Development		
Supervisor:	Community Development Director		
Date:	February 2012	Position No.	CE/6
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for developing strategies and strategic partnerships and administering programs and projects aimed at improving the City's housing stock, thereby achieving community revitalization goals.

Job Scope:

The purpose of this position is to improve City of Sedalia housing stock, neighborhoods, and promote growth, development, redevelopment and revitalization of neighborhoods.

Essential Duties and Responsibilities:

1. Performs a "best practice scan" of national, state and regional housing stock upgrade programs and activities and recommends to the Mayor and City Council the implementation of select programs aimed at improving the City's aging housing stock.
2. Utilizes the Comprehensive Plan for formulating goals, strategies and expected outcomes of housing stock programs.
3. Prepares and maintains a variety of records and reports for daily activities, special projects and Comprehensive Plan actions and goals.
4. Collaborates with various community groups and community stakeholders in the development and implementation of programs and activities to improve the overall condition of the City's housing stock.
5. Communicates with developers and agencies to provide research data, city information, and government program assistance for neighborhood development, redevelopment, and revitalization initiatives and efforts.
6. Provides technical assistance to property and business owners in developing studies to define market trends and feasibility of projects.
7. Supplies informational brochures on eligible program activities.
8. Works with the housing development community in communicating housing stock upgrade initiatives and programs, gaining a greater understanding of the City's housing concerns, and encouraging private investment in the City's housing stock.

9. Collaborates with the City's Code Enforcement Division and Municipal Court to connect low income individuals unable to address property maintenance and housing code violations with available programs, activities and other community resources aimed at correcting the violation.
10. Assists property owners, heirs, staff members, outside lenders, legal counsel and any other affected parties on delinquencies and code enforcement issues where assistance is needed and warranted due to unique circumstances.
11. Interviews potential housing program participants, compiles information and determines eligibility for participation in housing assistance programs.
12. Counsils program participants regarding financial and housing situations and/or problems, recommends appropriate action, and makes applicable referrals; counseling may involve making home visits.
13. Develops an inventory of the City's housing stock and its general condition and establishes benchmarks for monitoring the effectiveness of programs and activities aimed at improving the City's housing stock.
14. Collects data on sales and rental housing.
15. Develops and maintains resource information relating to the availability of public and private funds.
16. Makes recommendations regarding additions or changes in procedures, compliance, documentation or other areas related to the overall efficient operation of housing related activities.
17. Creates graphics and maps as needed.
18. Pursues and administers grants and other funding sources designed to improve the City's housing stock.
19. Monitors projects for compliance, using appropriate criteria with the terms and conditions of statutory and regulatory requirements. Reads, analyzes and accurately interprets local and federal rules and regulations.
20. Communicates with state and federal officials on program requirements and compiles various reports required by state and federal regulations.
21. Supports neighborhood associations and provides technical assistance in neighborhood improvement projects.
22. Serves as Project Coordinator for assigned neighborhood organizations.

23. Determines geographic/demographic boundaries for establishing neighborhood organizations.
24. Acts as staff liaison and provides technical or advisory assistance as needed to other boards and agencies.
25. Makes special presentations pertaining to housing issues. Speaks to local groups and civic organizations regarding housing issues.
26. Utilizes appropriate computer software applications.
27. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in real estate, business administration, finance, planning, social work, psychology, sociology or related field from an accredited college
2. 3 years of experience in a related field, preferably in business, administration or social services
3. Proficient with all products in the Microsoft Office suite
4. Knowledge of municipal government practices preferred
5. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of community and economic development principles, practices, and techniques.
2. Knowledge of laws, ordinances, regulations, and policies of various government agencies as they affect the business community, economic development and housing issues.
3. Knowledge of principles and procedures involved in social services; counseling techniques; and basic financial analysis.
4. Knowledge of state and federal grant programs and regulations.
5. Knowledge of real estate, insurance, and financing principles and practices.
6. Knowledge of the principles, techniques, and objectives of public relations.
7. Knowledge of the principles and techniques of marketing and promotion.
8. Knowledge of current economic development, and demographic trends and issues for the area.
9. Skill in operating a computer, various software programs, and other standard office equipment.
10. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures, the Comprehensive Plan, D.R.E.A.M. Initiative Strategic Plan and City Council directives.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied community development and code enforcement duties. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, non-profit directors and volunteers, housing developers, other city employees.
2. Court personnel, Staff, City Council Members and other City Officials.
3. State and county officials and employees, developers and site selectors, retailers, and general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.