

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M12

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HOUSING DEVELOPMENT OFFICER
(FLSA Exempt)

DEFINITION/PURPOSE:

Plan, organize, and implement the Authority's efforts to develop new affordable housing and related community services in Contra Costa County. Investigate methods, requirements, procedures, and techniques that facilitate such development and. take action necessary to successfully develop affordable housing and related community services consistent with the Authority's mission. Assists the Director of Development in the development and implementation of programs that maximize the probability of the Authority accomplishing its goals and objectives.

DISTINGUISHING CHARACTERISTICS:

This single position management classification serves as the Director of Development's entrepreneurial agent in developing and implementing effective public/private partnerships designed to stimulate the development of affordable housing, as well as those services needed to support such developments. The classification provides staff support to the Advisory Housing Commission's Development Committee and Policy and Strategy Committee. It differs from all other classifications in that it solely responsible to the Director of Development for effective and timely development of strategies and financing to facilitate the Authority's program of affordable housing development and to successful accomplish the department's goals.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct and general supervision of the Director of Development.

The Housing Development Officer has no supervisory responsibilities; however, he/she may direct the work of clerical employees in the preparation of documents and reports.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Coordinate activities with the County Community Development and Redevelopment Department staff in order to develop affordable housing and appropriate community services.
- Meet with developers and other segments of the private section to encourage and assist in the development of housing.

- Plan and implement meetings to inform developers and public officials concerning the need for and opportunities involved in the development of affordable housing.
- Establish and maintain contact with city/county staff involved in housing development efforts.
- Establish and maintain liaison with contractors, United States Department of Housing and Urban Development (HUD) representative and Housing Authority staff and resolves problems that may arise.
- Develop an awareness of current trends in housing financing and seek out financing sources and public/private partnerships for the construction of affordable rental housing.
- Establish and maintain a network of housing advocates who will support specific proposed housing developments before the Board of Supervisors, city councils, and planning commissions. Establish contact with community and neighborhood groups to enlist their support in development of rental housing.
- Research and prepare information on the need to build affordable housing .in localities of the Authority's jurisdiction.
- Develop and implement strategies to secure Article 34 Referendum authority for construction of public housing. Research new and proposed legislation that impacts the development of rental housing.
- Research funding opportunities for affordable housing and initiate and submit applications for funds meeting the criteria of Authority goals and objectives.
- Prepare applications for HUD funding of rental construction, rehabilitation, and home ownership programs.
- Maintain liaison with public and private lending sources and prepare loan applications when appropriate.
- Assist in preparation of project proposals, specifications and cost estimates of building construction and rehabilitation.
- Keep the Director of Development informed of all activities.
- Undertake special assignments as directed by the Director of Development.
- Supervise the preparation of monthly activities and status reports.
- Advise the Director of Development, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Director of Development regarding program issues.
- Review and prepare draft comments on proposed Federal, State and local regulations and their prospective impact on department programs. Suggest alternative courses of action, as applicable.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of real estate, rental housing, underwriting property development and housing finance, and lender negotiations. Techniques for stimulating developer interest in affordable housing. Processes for local approval for housing construction, rehabilitation and/or related activities. Federal, state, and local building procedures, codes, and safety orders applying to rental housing construction and rehabilitation. Available computer software for proforma analysis and spread-sheet scheduling applications. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market and building construction industry.

Ability to – Develop and implement effective public/private partnerships in affordable housing. Prepare rental housing development budgets and cost estimates. Read and interpret building plans, blueprints, and specifications. Maintain confidentiality. Collect and analyze data, draw conclusions, and prepare reports and recommendations. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships and interaction with cooperating agencies, private sector organizations, public officials, developers, contractors, architectural firms, staff member, and the general public. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb stairs and ladders, stretch, bend, and walk over uneven ground. Must have the manual dexterity to operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible professional experience in housing development and/or planning, in the public or private sector, real estate, mortgage lending, or related fields; or administrative responsibility in a public housing authority or major public agency that included responsibility for development.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in urban studies, city and regional planning, architecture, business administration, public administration, economics, or a related field. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year-for-year basis, up to a maximum of two years. Possession of a Master's Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.