

HOUSING AUTHORITY

of the

COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC

Reviewed: 00/00/00
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HOUSING REHABILITATION OFFICER (FLSA Exempt)

DEFINITION/PURPOSE:

Plan, implement, monitor, and report on the Authority's Rental Rehabilitation Program to improve privately owned housing. In addition, provide technical assistance in the rehabilitation work needed for Authority-owned properties, as assigned by the Director of Development. Advise the Director of Development on policy issues and effectively supervise the implementation of Authority and federal policy.

DISTINGUISHING CHARACTERISTICS:

This single position management class is responsible for the organization and implementation of the technical activities related to the rehabilitation programs of the Authority. It differs from all other classifications in that it is solely responsible to the Director of Development for the effectiveness, efficiency, and success of this program.

SUPERVISION RECEIVED AND EXERCISED:

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

Provides direct and indirect supervision to assigned professional, technical, crafts and clerical personnel.

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

- Provide technical and programmatic assistance to the rehabilitation team consisting of, but not limited to, the owner, lender, contractor, tenant, and local building official.
- Review and/or update of program regulation, preparation and submittal of applications for continued program funding; and determination of feasibility of rehabilitation/repair costs in relation to availability of funds.
- Coordinate preparation of bid packages for each contract, including plans and specifications.
- Coordinate rehab project financing, including processing of applications, originating, closing and disbursing loans.
- Monitor construction/rehabilitation efforts for quality, timeliness, and conformity to program rules, including wages.
- Review and approve periodic payment requests based on contract completion. Prepares periodic program progress reports to the Authority, the U. S. Department of Housing and Urban Development (HUD) and other funding agencies.
- Provide technical assistance in preparing cost estimates, bid specifications, and related contract documents for work items.
- Assist in monitoring contacts to assure the completion of contractor work in accordance with contract specifications.

- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to assigned programs. Advise 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 and management and operational issues and other department-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on rehabilitation and other department programs. Suggest alternative courses of action, as applicable.
- Assist in the Director of Development in the development of department policies and procedures implementing Federal, State, and local directives and statutes; and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work. Hold and conduct regular staff meetings.
- Recommend assigned employee salary increases and disciplinary actions to the Director of Development.
- Participate in the selection of program staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.
- Visit projects to inspect work under construction and verify that contract requirements are being met. Present, recommend, or resolve issues and concerns related to construction contracts.
- Assist in the preparation of all documents and paperwork including drawings specifications, contracts, bidding procedures, rights of way, zoning, granting of easement and other documents as required to implement the various housing, modernization, and force account jobs undertaken by the Authority.

OTHER JOB FUNCTIONS:

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

SPECIAL REQUIREMENTS:

Knowledge of – Building design, construction and financing; federal and state rental housing and rehabilitation programs; processes, cost development, methods, regulations and financing of rehabilitation and construction; Federal, State and local building procedures, building and safety codes which apply to housing construction and rehabilitation. Principals and practices of: budgeting and administration; personnel practices; supervision; training; administration; public housing laws; program and agency rules, regulations, standards and programs; and the local housing market.

Ability to – Plan, organize, and monitor work in a manner conducive to full performance and morale. Effectively train, supervise and evaluate subordinates. Maintain confidentiality. Process loans and technical service applications. Read and interpret building plans, blueprints, and specifications; establish and maintain effective working relationships with cooperating agencies, private sector organizations, and the public. Prepare rehabilitation/maintenance program reports and cost estimates. Collect and analyze data, draw conclusions and prepare clear and concise recommendations and reports. Communicate complex ideas clearly and effectively both verbally and in writing, and speak effectively before groups. Prepare and work within established operating budgets. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Drive 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 ladders, work at heights, climb, stretch, bend, and walk over uneven ground. Operate keyboard equipment. A majority of work is conducted in a standard indoor environment, although outside work is frequent.

Other:

- Provide and annual Statement of Economic Interest
- Provide proof of US citizenship or, if a non-citizen, 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:

With a Bachelor's Degree: Four (4) years of increasingly responsible experience with publicly assisted housing in an administrative and/or technical capacity. Involvement in housing development, rehabilitation, or modernization; or in the private sector, housing project development, and house building; and implementation of federal, state, and local laws, regulations, and related directives.

With two years of college or vocational training: Six (6) years of increasingly responsible experience, as above.

Education – Posses a Bachelor's Degree from an accredited college or university, with a major in architecture, civil engineering, urban studies, regional planning, or a related field; or completion of two years of college or vocational training in a similar or 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.