

HOME PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is coordinating work that involves responsibility for overseeing and participating in a variety of activities related to the federally funded HOME programs (e.g. First Time Homebuyers, Rehabilitation Loans, Tenant Based Rental Assistance). The work is performed under general direction of the Director, Housing and Community Development and in accordance with the United States Department of Housing and Urban Development (HUD) regulations. Supervision is provided to a number of technical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the day-to-day activities of the HOME programs;
Supervises staff involved in HOME program activities;
Interviews applicants, evaluates financial resources and makes determinations concerning eligibility for assistance in accordance with HUD guidelines;
Reviews and approves applications and financial ownership documents;
Prepares proposal forms and specifications for contractors submissions;
Reviews bids and counsels homeowners in the selection of a bidder and/or procedure to obtain a bid;
Prepares contracts and changes orders for work to be performed, monitors progress, authorizes payment to property owners and contractors upon partial and/or final completion of work;
Acts as a liaison with clients and agencies to exchange information, identify sources for assistance, refer clients for appropriate services, resolve problems, etc.;
Prepares all vouchers for the HOME program;
Provides details and explains guidelines to landlords and interested residents who may be eligible to participate in the HOME program;
Maintains a variety of records in compliance with Federal, State and local laws and regulations, including environmental, health, historical, and safety requirements;
Provides guidance, training and supervision to program-related staff;
Prepares a variety of reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal laws, rules and regulations of U.S. Department of Housing and Urban Development (HUD)*; good knowledge of the principles and practices of interviewing; working knowledge of principles and practices in the administration of a specialized program*; ability to establish and maintain cooperative relationships with public officials, the general public and others; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare a variety of reports; ability to understand and interpret regulations, guidelines and written material.

(over)

MINIMUM QUALIFICATIONS: An Associate's degree or higher and four (4) years of experience in one or any combination of the following:

- a. examination and/or evaluation of claims for financial assistance (e.g. housing assistance, unemployment or insurance benefits, or comparable program) or
- b. interpretation of rules and regulations in determining the eligibility of clients for a program or
- c. work that substantially included the oversight, review, monitoring, etc. of reports and/or documents relating to compliance with rules and regulations of specific programs or
- d. resolution of housing problems or the assessment of housing needs or
- e. real property appraisal, management or sales.

NOTE:

1. Additional years of the experience as described above, may be substituted for the educational requirement on a year-for-year basis up to two (2) years.
2. A Bachelor's degree may be substituted for two (2) years of the experience as described above.

*To be demonstrated during the probationary period.