Senior Housing Coordinator

Definition

Under general supervision and reporting to the Director of Community Development or Assistant Director of Community Development, this position performs work in the analysis, planning, and coordination of housing and grant programs; participates in the update of the City's Housing Element; coordinates and provides support of the Association of Bay Area Governments (ABAG), Regional Housing Needs Assessment (RHNA), and Plan Bay Area 2050 process; coordinates the City's Below Market Mate (BMR) Affordable Housing Program; assists with housing strategies, including preservation of the City's housing portfolio; assist with the City's homelessness prevention efforts; manage, through coordination and provision of direction, the formulation and implementation of all activities within assigned projects, and coordinates the City's Housing and Human Services Grants Program, including the Community Development Block Grant (CDBG) Program.

This specialized, professional position will effectively coordinate with City staff, non-profits, developers, regional agencies, and consultants to achieve high quality housing projects and programs in a timely and efficient manner that is responsive to the public.

Distinguishing Characteristics

This advanced journey-level class is responsible for performing the most complex work assigned to the Housing Division. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete projects. Receives general direction from supervisory or management personnel. Depending on assignment, may exercise supervision over professional, technical, and clerical staff.

Essential Duties
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Plan, develop, implement, and manage the most complex housing projects and programs; work with appropriate departments and staff in assuring that housing development projects meet applicable standards of affordable housing funding requirements; determine the scope of the project and develop strategies and policies; and coordinate staff and other resources.

Coordinate project planning and project delivery activities with City departments and other governmental, public, and private agencies; participate in assessment and prioritization of affordable housing projects under consideration; analyze, implement, and monitor goals and objectives to achieve assigned priorities; and perform project evaluations and assessments and report out results.

Prepare work plans, timelines, budgets, and funding recommendations for housing development projects; conduct financial analysis and develop project budgets; and recommend financing methods and plans for assigned projects.
Monitor and manage project progress and control project costs; negotiate, prepare, and manage contracts, loans, and other agreements for the City with a variety of consultants and housing developers.

Work with governmental and private agencies at all levels to secure funding for affordable housing development; and present funding/development applications to the Notice of Funding Availability review committee, which includes assisting in packaging bond issues and other large, complex funding sources.

Meet with developers, investors, and business organizations to promote affordable housing development in the City; and work with neighborhoods and development groups to identify development needs and explain projects and programs.

Utilize Federal funding as appropriate to financing affordable housing projects; ensure expenditures are within budget and comply with Federal and State housing regulations; prepare and administer grants; assemble grant agreements and prepare related files and reports; review quarterly and annual expenditure reports; review reports and process invoices and payments for related expenses; monitor and collect loan payments; and manage CDBG programs on implementation/administration of the Federal funding program.

Develop, prepare, and administer project budgets and staff requirements for all activities within assigned projects and programs in collaboration with department directors.

Monitor and report on status of programs and projects; recommend policy direction to the Assistant Director and/or Director of Community Development; and provide technical expertise to City staff on issues pertaining to affordable housing programs and assistance to low-to-moderate-income households.

Monitor proposed legislation and regulations applicable to projects and program areas and coordinate compliance; research, analyze, and make strategic recommendations supported by qualitative and quantitative data on policy matters related to housing and the applicability to City needs; prepare technical and complex reports; and prepare graphic presentations.

Support programs led by other division staff as needed; and provide input or analysis on key issues and assistance or collaboration on program implementation or modifications.

Represent the City and make presentations in community and professional meetings; and make presentations on assigned projects and programs to the City Council, Council committees, and/or advisory boards.

Work with outside government agencies, educational institutions, business organizations, investors, and other partners/sectors with whom the City partners in implementing Federally funded and privately funded housing.

Attend and participate in professional group meetings; and stay abreast of new trends and innovations in housing.

Provide support, coaching, training, mentoring, and direction to other staff as appropriate.

Perform other related duties as assigned.

Qualifications

Knowledge of:

Affordable housing financing; principles of budget administration; real estate practices; public review and entitlement process for affordable projects and the roles of City departments and outside agencies; principles and practices of project management and evaluation and policy/program development, implementation, and evaluation; effective public participation strategies; loan documents and the legal implications related to affordable housing and funding sources; presentation methods and tools; contract administration; applicable Federal, State, and local laws, ordinances, and regulations affecting assigned area of responsibility; rent stabilization and/or tenant-landlord programs, including policies related to and administration/implementation of such programs; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; and modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures; evaluate and develop improvements in operations, procedures, policies, or methods; manage, organize, and coordinate the various components of projects; direct and maintain multiple projects and programs simultaneously; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; provide project-related direction through consensus-building and team leadership to a variety of technical/professional staff as a function of project management; analyze and compile technical and statistical information; make concise and informative presentations; negotiate with property owners, contractors, and developers; prepare appropriate agreements, contracts, and financial documents; organize and run meetings that result in useful public participation; coordinate and supervise consultants; identify existing or potential problems and apply effective solutions; organize, track, and implement the project entitlement process with attention to detail; prepare, review, and analyze loan documents and other legal contracts; independently organize work, set priorities, meet critical deadlines, and follow up on assignments; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; use tact, initiative, prudence, and independent judgment within general

policy, procedural, and legal guidelines; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in planning, public policy, public or business administration, engineering, or a related field and four (4) years of increasingly responsible professional experience in Community Development Block Grant (CDBG) Program or HOME Investment Partnerships Program, affordable housing project management, housing public policy/administration, urban planning, or rent stabilization or tenant-landlord programs, including three years of performing increasingly responsible project management functions.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

FLSA: Non-Exempt
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