



## JOB DESCRIPTION

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# **HOUSING SPECIALIST**

## **DEFINITION**

Under general supervision of the Redevelopment/Housing Manager, conducts field inspections related to the Home Improvement and other Programs; assists in the performance of duties involved in various programs of the Housing Authority.

## **CLASS CHARACTERISTICS**

This is a journey level classification. Incumbents are expected to perform a wide-range of assigned projects in the areas of housing assistance and housing development, utilities coordination, and related subjects. Highly significant to this classification are people skills, including patience, understanding and tolerance in problem-solving.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Conducts assigned projects involving housing activities including but not limited to housing development and housing assistance programs. Conducts basic research, and confers with home owners and other City and agency representatives to identify and resolve problems. Works with residents on City's Home Improvement and other Programs.
2. Assists in the coordination and contract administration of the housing projects owned/operated by the Housing Authority.
3. Prepares professional staff reports of summarized data, conclusions and recommendations; participates in oral presentations.
4. Prepares letters, routine correspondence and reports; assists in the conduct of follow-up procedures including the preparation of additional correspondence; conducts site visits and communicates with applicants, etc., in regard to City programs; works effectively in the absence of supervision; establishes and maintains cooperative working relationships with a positive attitude.
5. Provides routine assistance to the public, and may assist other department staff involved in related housing activities.
6. Attends meetings of the Housing Authority as needed; liaison with the Housing Commission, assists in the preparation and distribution of related housing staff reports, agendas and materials as assigned.
7. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for job performance. Example combinations include three years of experience with a public agency; preferably experience with a



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housing authority related to planning, housing and compliance, and a bachelor's degree in urban planning, public administration, or related field with course work in sociology, psychology, law, behavioral science, etc.

### Knowledge, Skills and Abilities

Working knowledge of the organization and functions of the Housing Authority; related federal and state laws, ordinances, rules and regulations. Ability to interpret and explain related federal and state laws, ordinances, rules and regulations; conduct research and compile data; work effectively in the absence of supervision; use correct English grammar, punctuation and spelling; communicate effectively both orally and in writing; compose correspondence; read and interpret maps, plans and legal descriptions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

### SPECIAL REQUIREMENTS

Possession of, or ability to obtain, an appropriate California driver's license and a satisfactory driving record.