

HOUSING COORDINATOR

DEFINITION

Under general administrative direction, assigned responsibility for creating additional affordable low and moderate income, workforce, multi-family, single-family and homeless/special needs housing units in Mono County; initiates, plans, organizes, directs, coordinates and supports as well as develops, implements and manages County housing projects and programs, initiated by the County or, when appropriate, by other public entities, non-governmental organizations, and private developers acting in concert or independently; provides internal expertise to the County Administrator, Board of Supervisors, County departments and partners on matters of housing development standards, regulations, methods, trends opportunities, programmatic and organizational structures, grant programs, and financing from public and private sources; performs housing-related legislative monitoring, analysis and advocacy; exercises independent judgement and critical thinking while effectively communicating the County's positions and policies on housing matters to internal and external audiences, including other government officials and representatives; performs special assignments, including those related to economic development initiatives, as directed by the County Administrative Officer and the Board of Supervisors; and performs related work as required.

This position is far more than a housing advocate. It is expected to produce tangible results relative to developing and championing realistic housing development and program proposals for consideration by the Board of Supervisors. Accordingly, in addition to the position continuing to be filled based on budget availability and policies that may be recommended by the County Administrator and, ultimately, determined by the Board of Supervisors, the need for the position may also be evaluated based on its ability to present at least three (3) new proposals for housing development, consisting of five (5) units or more, in any 12-month period; and, as a result of these proposals, at least five (5) units of housing being constructed in any 48-month period.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification which has responsibility for managing the development of County-sponsored housing in accordance with the County's housing responsibilities and policy objectives not already or otherwise assigned to other County departments and classifications with which the position is expected to coordinate and cooperate. The position routinely exercises initiative and professional expertise, sometimes in ambiguous environments requiring the exercise of independent judgement, and often on matters of strategic sensitivity, to achieve the County's housing goals.

REPORTS TO

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive regarding the complete set of job duties which may be assigned.)*

The Housing Coordinator is responsible creating additional affordable, workforce, multi-family and single-family housing units, and related housing programs in Mono County in furtherance of County policy objectives and compliance with State mandates, and is responsible for the ongoing management and administration of resulting projects and programs. Under the administrative direction of the County Administrative Officer, the Housing Coordinator identifies, pursues, and presents opportunities for development of County-affiliated housing projects and housing-related programs, and further develops, coordinates, manages and administers those proposals, as well as other related County housing and economic development initiatives, commensurate with their level of conceptual or actual approval.

Provides highly responsive, responsible and complex analytical, research, and project management functions including but not limited to proposing, implementing, coordinating, evaluating, reporting and monitoring on County housing projects, programs and objectives for the purpose of the creation of new and preservation of existing affordable low and moderate income, workforce, multi-family, single-family and special needs/homeless housing.

Serves as an expert resource and educator on public sector housing programs, including: grant programs; financing; real estate transactions; development agreements; construction practices; partnership and governance structures; State and Federal regulations and resources; legislative proposals affecting housing; deed restrictions; and, tenant/owner requirements.

Other responsibilities include:

- Interprets and communicates County, State and Federal policies and regulations; monitors current trends in the fields of affordable housing and economic development; evaluates impacts and opportunities; and, converts to policy recommendations and procedures. Ensures the County's compliance with all related regulations.
- Develops and maintains effective working relationships with lenders, non-profits, private developers, State and Federal liaisons, realtors, title companies, and other stakeholders.
- Oversees or coordinates with other County departments, public agencies, non-governmental entities, community-based organizations, and private developers, implementation of housing initiatives in which the County has an interest.
- Initiates or otherwise assists in planning, developing, coordinating, and administering residential housing projects in which the County is sponsor or participant, including: coordinating land acquisitions and clearing; financing; and, construction activities in accordance with applicable program policies and requirements.
- Prepares development and loan agreements, and ancillary and collateral documents; negotiates with developers; and, may underwrite acquisition, predevelopment, construction and permanent public loans.
- Evaluates and monitors supportive services provided by housing developers and service agencies to ensure integration of services with permanent and transitional housing.
- Maintains accurate financial records, and design and service conditions documentation, to ensure compliance with program, loan and permit requirements.
- Manages real estate transactions, including negotiating lease agreements.
- Prepares Requests for Proposals, grant and loan applications, requirements and specifications for projects, and various other agreements for housing projects, programs and related services; and, manages resulting contracts and agreements including monitoring timeliness and performance requirements.
- May manage CDBG, HOME and similar programs, including preparing notices for, and administering, monitor, and reporting on program sub-grants and loans to individuals and organizations.
- Performs reviews and analyses of, and makes recommendations regarding, affordable housing loan applications. Performs annual audits, ensuring compliance with housing program requirements; identifies and resolves issues.

- Prepares timely, complete, accurate and concise written technical and governmental documents, including the preparation of reports for grantors, lenders, regulators, and the Board of Supervisors' deliberation and approval.
- Performs a variety of administrative duties including: preparing, submitting, overseeing, and being responsible for project budgets and the County budget(s) assigned to the Housing Coordinator; disseminating Notices of Funding Availability and Requests for Qualifications for sub-grants and evaluating submittals; performing other procurement tasks; and, other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Knowledge of:

- Policies, operations, and functions of the County Auditor-Controller's Office.
- Pertinent Federal, State, and local laws, codes, rules, regulations, and policies affecting the financial operations and transactions of the County including those governing County Auditor-Controller procedures and functions.
- Principles and practices of budget development, preparation, and expenditure control.
- Accounting theory, principles, and practices and their application to a variety of accounting transactions and problems including government cost accounting.
- Auditing theory, principles, and techniques and their application to government finance.
- Principles and procedures of financial and statistical record keeping and reporting.
- Property tax procedures and guidelines related to Auditor-Controller functions.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, methods, and computer equipment.
- Basic principles and techniques of management and program administration.
- Spreadsheet and database applications and operations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

- Analyze, develop, evaluate and modify financial data related to financial management, payroll, and property tax.
- Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Auditor-Controller's Office.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in the development and preparation of the assigned budget and expenditure controls.
- Perform the most difficult and complex account and financial record keeping work.
- Assist with performing the full range of County Auditor-Controller functions.
- Interpret, explain, and make recommendations on policies and procedures affecting the County Auditor-Controller functions.
- Effectively represent the County Auditor-Controller to the public, community organizations, and other government agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted during the course of work.

Education and Experience:

Any combination of training and experience which would likely provide the required knowledge and

abilities is qualifying. A typical way to obtain the required knowledge and abilities would be some combination of:

- Possession of a Bachelor's degree from an accredited college or university with major coursework in real estate development, public administration, urban planning, economics, business, construction management, or a related field;

AND,

- Five (5) years of combined experience administering affordable housing programs; working with residential lending and financial services as an escrow officer, loan officer or real estate agent and/or the public or non-profit sector in a related position; developing housing projects or managing construction projects; working in or for a California planning agency; experience in affordable housing underwriting and lending; or, broad and extensive professional government experience in one or more areas complimentary of the County's housing objectives.
- A Master's degree in Public Administration, Business Administration, Urban Planning, Real Estate Development, or a related field is preferred, and may be used to substitute for one (1) year work experience.
- Possession or ability and willingness to obtain a California Real Estate Broker's license is desirable.
- Possession, or ability to obtain, and maintenance of a valid class C California Driver's License and safe driving record.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" and/or individual employment contract process and are subject to the Memorandum of Understanding or employment contract currently in effect.