

HOUSING COORDINATOR

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a full-time Housing Coordinator in our Community Development Department.

Under general supervision, will be responsible for planning, developing, coordinating, and implementing City's housing and homeless related services and program; assist the public in affordable housing development, financing, subsidized housing assistance programs in local government or a nonprofit agency, landlord/tenant services, and other related programs and services; performs outreach and community engagement events, as well as other related duties as assigned.

IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plan, develop, coordinate, and implement City housing rehabilitation, first time homebuyer, and other related housing programs and services.
- Assist housing loan applicants in preparing and processing loan and escrow documents.
- Develop long and short-term housing improvement plans and programs to maintain the quality of existing housing stock.
- Perform housing-related planning studies, conduct inspection of housing conditions, and assist property owners with assessing their property improvement needs.
- Receive and establish records for all housing assistance, rehabilitation activities, loan repayments, housing revenues related to annual program awards, affordable housing units, and other State-required housing unit monitoring and tracking needs.
- Prepare technical statistical reports to State regulatory agencies on City-assisted housing services, affordable housing unit counts, and other related housing reporting needs.
- Track and report performance levels related to Division operations in compliance with Federal and State funding regulations; monitor/report the status of grant applications and contracts for compliance with statutory and regulatory requirements.

IMPORTANT AND ESSENTIAL DUTIES

(continued)

- Research and track legislation pertaining to affordable housing, and implement programs in the Housing Element, such as tracking and maintaining data on affordable housing units, including accessory dwelling units (ADUs), Senate Bill 9 units, supportive housing, and other State Housing requirements.
- Prepare written and graphic reports, ordinances and resolutions on various housing matters, and make presentations to the City Council, Planning and Preservation Commission, and other commissions, committee, or organizations, as needed.
- Develop and maintain current listings of licensed contractors qualified to participate in the City's housing preservation and rehabilitation programs.
- Assist in Department budget preparation.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Affordable housing finance processes, policies, and procedures, and subsidized housing assistance programs in local government or a nonprofit agency.
- Principles of organization, administration, and supervision; and operations, services, and activities of municipal housing preservation and rehabilitation programs.
- Federal, State, and County housing legislation, regulations, programs, and resources.
- Housing Quality Standards (HQS) under the assisted housing rehabilitation program.
- Basic methods and techniques of field inspections and investigations.
- Building codes dealing in home repair, and health and safety regulations.
- Managing issues and resources related to housing assistance and homeless services, including low income home loan programs, rental assistance programs, landlord/tenant services, homeless outreach and coordination services, and other related programs and services.
- Resources available to address housing needs of lower income residents.
- Methods, practices, and terminology used in loan underwriting and processing.
- Community marketing tools, CDBG, land use entitlement processes, and regulations.

MINIMUM QUALIFICATIONS

(continued)

ABILITY TO:

- Understand housing problems, and work with community groups to determine feasible solutions.
- Interpret and apply pertinent Federal, State, and City codes and ordinances relating to building construction and rehabilitation.
- Analyze and interpret data pertaining to planning, zoning, and housing situations.
- Make independent judgments and sound decisions based on established guidelines, policies, and procedures.
- Understand and interpret rules, regulations relating to loan processing, and construction documentation.
- Make effective oral and written presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and speak Spanish (highly desirable).

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills, and abilities would be the following:

EXPERIENCE: Three (3) years of increasingly responsible professional experience with affordable housing development, finance, subsidized rental housing assistance program, rehabilitation, and first time homebuyer loan programs in a local government or a nonprofit organization is required. Must have at least one (1) year of experience in a management or supervisory role.

TRAINING: A Bachelor's degree in Finance, Urban Planning/Studies, Public or Business Administration with a real estate background or a related field from an accredited college or university is required. A Master's degree in a related field is desirable.

SPECIAL REQUIREMENTS: Must possess a valid California Class C driver's license and insurability.

PHYSICAL REQUIREMENTS: Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, walk and stand; required to talk and hear; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 20 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

SALARY AND BENEFITS

\$77,976-\$96,612 per year

RETIREMENT: Public Employees' Retirement System (PERS), 3% @ 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% @ 62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

MEDICAL INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents.

LIFE/AD & D INSURANCE: City pays for \$50,000 term life/AD & D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

VACATION LEAVE: Accrual varies based on years of service, and ranges from 10 days (80 hours) per year for 0-4 service years to 20 days (160 hours) for 15 service years or more.

SICK LEAVE: 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

HOLIDAY: 13 Paid holidays per year.

UNIFORM ALLOWANCE: Uniforms are provided and replaced where applicable, as per Department requirements.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

CALL BACK TIME: Any general employee called back to work other than as a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

BILINGUAL BONUS: \$50 Bilingual pay per month to eligible employees.

LONGEVITY: 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications, and late applications will not be considered. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. Candidates who successfully pass the examination process are placed on an eligibility list. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at city expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email (personnel@sfcity.org); OR you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence to:

***CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340***

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



INVITES APPLICATIONS FOR

HOUSING COORDINATOR

Open Competitive Examination

SALARY

\$77,976 - \$96,612 Per Year

(Plus Excellent Benefits)

FILING DEADLINE:

***OPEN UNTIL FILLED
APPLY IMMEDIATELY***

***FIRST REVIEW:
FRIDAY, FEBRUARY 10, 2023***