

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Housing Officer	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 32

**Definition:** To plan, develop, coordinate, implement, and administer complex development projects, policies, and programs related to the Neighborhood Preservation Division, which may include neighborhood programs, such as the Council Neighborhoods Committee and Neighborhood Grant Program, Federal and State housing and community development programs, including Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program, affordable housing policies and programs, and tenant/landlord programs; to manage, through coordination and provision of direction, the formulation and implementation of all activities within assigned projects.

**Distinguishing Characteristics:** This is a professional-level job class which performs a full range of management functions within the Housing Officer series. This job class may be responsible for one or more projects or assigned aspect(s) of a larger project. Receives general direction from assigned management personnel and provides functional or technical direction to professional, technical, and clerical staff.

This class is distinguished from the Senior Housing Officer in that incumbents of the latter class normally manage the most complex projects and programs with greater project scope or diversity, which includes responsibility for securing funding on complex or major projects or programs. Positions in this classification rely on experience and judgment to deliver services and complete projects. Incumbents at this level are skilled at identifying issues or opportunity areas that require evaluation and proactively seek initial direction or guidance regarding their recommendations as new or unusual situations arise.

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

1. Plans, develops, implements, and manages complex affordable housing projects; works with interdepartmental staff for timely review and delivery of development projects, ensuring they meet applicable standards for affordable housing, tenant relocation, and other requirements.
2. Participates in assessment and prioritization of affordable housing projects under consideration; analyzes, implements, and monitors goals and objectives to achieve assigned priorities; and performs project evaluations and assessments and reports out results.

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3. Prepares work plans, timelines, budgets, and funding recommendations for affordable housing development projects; and recommends financing methods and plans for assigned projects.
4. Conducts budgetary analysis and develops, prepares, and administers project or program budgets and staff resources for all activities within assigned projects and in collaboration with department directors.
5. Monitors and manages project progress, performance, costs, and associated vendor contracts; and controls project costs.
6. Develops, reviews, and administers the annual City application for CDBG and HOME Program Notice of Funding Availability (NOFA) per the City's process requirements; and develops funding agreements with nonprofit agencies receiving funding.
7. Administers Federally funded housing programs and ensures expenditures are within budget and comply with Federal and State housing regulations; prepares and administers grants; assembles grant agreements and prepares related files and reports; reviews quarterly and annual expenditure reports; reviews reports and processes invoices and payments for related expenses; and monitors and collects loan payments.
8. Monitors proposed legislation and regulations applicable to projects and program areas and coordinates compliance.
9. Researches, analyzes, and interprets housing data, reports, and analysis to inform the development of housing policies and programs and makes recommendations on policy matters related to housing and community development.
10. Prepares technical and complex reports; writes clear staff reports and analyses that are thorough, well-organized, and easy to follow; and displays information using charts, graphs, or other infographic methods to effectively present content depending on the audience.
11. Monitors and reports on status of programs and projects; recommends policy direction to the City Manager's Office, City Council, and Council committees, advisory boards, and/or commissions; and provides technical expertise to City staff on issues pertaining to affordable housing programs and assistance to low- and moderate-income households.

12. Supports programs led by other division staff as needed.
13. Represents the City; prepares and delivers presentations, including graphic presentations, at community and professional meetings and to the City Council, Council committees, and/or advisory boards on assigned projects.
14. Works with outside government agencies, educational institutions, business organizations, and investors, and other partners/sectors with whom the City partners in implementing Federally funded and privately funded housing projects and develops housing policies and programs.
15. Performs related duties as assigned.

**Minimum 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; policy and program development; 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: 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; organize and run meetings that result in useful public participation; coordinate and supervise consultants; identify existing or potential problems, and

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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.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university with a degree in planning, public or business administration, or a closely related field. Four years of increasingly responsible experience with CDBG or HOME Programs, affordable housing project management, policy, urban planning, or rent stabilization or tenant-landlord programs, including one year of performing increasingly responsible project management functions.

**Required Licenses or Certificates:** Possession of a valid Class C California Driver License.

**Working Conditions:** In addition to the regular work schedule, this position may require availability to work evenings and/or weekends to attend meetings and trainings as needed.

Established: June 2021

Revised:

HRD/CLASS SPECS

Housing Officer