

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Housing Specialist I/II	<b>Job Family:</b> 2/2
<b>General Classification:</b> Professional	<b>Job Grade:</b> 24/28

**Definition:** To perform routine to complex professional-level work in support of the City's affordable housing, neighborhood preservation, or other housing projects and programs, including, but not limited to, the City's Inclusionary Housing and Below-Market Rate (BMR) programs; to administer routine housing and neighborhood services programs; to assist in the design and implementation of housing or neighborhood services program that will benefit the City; to conduct special studies and research as assigned; and to prepare reports and recommendations relative to area of assignment.

**Distinguishing Characteristics:**

Housing Specialist I – This is the entry-level classification in the Housing Specialist series. Initially under close supervision, incumbents learn and perform routine implementation and administration of housing and neighborhood services programs, including research and analysis of data and housing policies. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Housing Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Housing Specialist II – This is the fully qualified journey-level classification in the Housing Specialist series. Positions at this level are distinguished from the Housing Specialist I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Housing Specialist I level with a minimum of two years' professional housing experience and the demonstrated ability to perform the more complex professional responsibilities in the area of assignment. Receives direction from assigned supervisory or management personnel. May exercise technical and functional direction over lower-level professional, technical, or clerical staff.

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This class is distinguished from the Housing Officer in that the latter performs more complex and specialized duties related to housing and neighborhood programs and is responsible for leading a variety of complex housing programs or projects for the City.

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

1. Participate in the implementation of affordable housing or neighborhood preservation projects and programs; and assist in implementation of strategies based on overall program and department goals and objectives.
2. Monitor and coordinate the daily operation of assigned programs; perform detail-oriented work and maintain accurate records, systems, processes, and statistics; evaluate using appropriate metrics; and monitor programs for compliance with Federal, State, and local guidelines and requirements.
3. Participate in administering project contracts and coordinate development projects; prepare contract specifications; monitor and evaluate progress of housing development projects in area of assignment, which may include preparing progress reports, gathering and analyzing information from contractors, developers, community groups and others, ensuring compliance, and other related activities; and provide assistance and information to commercial and residential property developers related to site location, property information, demographics, and development strategy.
4. Gather, organize, analyze, interpret, and maintain demographic and/or housing data and other related statistics.
5. Research, analyze, and make recommendations on special studies or policy matters related to housing and community development, such as displacement and response strategies supported with technical data.
6. Review development proposals for conformance with appropriate regulations and consistency with established policies; and prepare reports and recommendations.
7. Enter updates on various division initiatives onto the Neighborhoods and Housing Division website.
8. Prepare, deliver, and/or present various City Council, committee, and staff reports, correspondence, and graphic and/or oral reports regarding assigned activities; staff and make presentations to the Council Neighborhoods Committee; and coordinate and plan committee and neighborhood meetings.

9. Research and draft ordinances for review.
10. Analyze and initiate recommendations related to areas of assignment to develop, improve, and/or ensure legislation compliance for housing or neighborhood programs, policies, systems, procedures, and methods of operation.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field related to the area of assignment; and research emerging products and enhancements and their applicability to City needs.
12. Perform other related duties as assigned.

**Minimum Qualifications:** *Positions at the Housing Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.*

Knowledge of: Basic principles and practices of affordable housing programs, including understanding housing economics; research and investigation procedures; drafting and graphic presentations; applicable Federal, State, and local laws, codes, and regulations related to housing projects; current case law, literature, and information sources; statistical and research methods as applied to the collection, analysis, and presentation of housing data; modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; and principles of grammar and effectively written reports.

Ability to: Understand, interpret, explain, and apply programs, regulations, procedures, and guidelines; analyze and compile technical and statistical information; research, analyze, and evaluate programs, policies, and procedures; prepare clear and concise reports and graphic presentations; prepare accurate maps, plans, charts, spreadsheets, and tables; identify existing or potential problems and proactively collaborate on solutions; represent the City in affordable housing, neighborhood services, and related programs; conduct real estate or development agreements as assigned; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines; effectively use computer systems, software applications relevant to work performed, 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; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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

Housing Specialist I

One year of professional or two years of paraprofessional affordable housing, policy development, urban planning, or closely related experience and a bachelor's degree from an accredited college or university with major course work in urban planning, housing, or a closely related field is required.

Housing Specialist II

Two years of increasingly responsible professional experience equivalent to the Housing Specialist I in the City of Mountain View and a bachelor's degree from an accredited college or university with major course work in urban planning, housing, or a closely related field is required.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California Class C 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 as needed.

Established: July 2021

Revised:

HRD/CLASS SPECS  
Housing Specialist I-II