

CITY OF REDWOOD CITY CDBG/HOME ADMINISTRATOR

DEFINITION

To perform responsible, complex and sensitive work related to housing activities in Community Development including a variety of duties in the administration and implementation of the Community Development Block Grant (CDBG) and HOME program, and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class responsible for professional duties related to the maintaining and expanding the supply of affordable housing in the City. Work involves responsibility for the application of professional knowledge and skills to effect research, analysis, planning and implementation of housing development programs and housing finance assistance. Requires the frequent use of independent techniques.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning Manager or his/her designee.

Responsibilities may include direct or indirect supervision over professional, technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Administer the City's Community Development Block Grant (CDBG) and HOME grant programs.
2. Prepare and review applications for CDBG and HOME funding.
3. Prepare the Consolidated Annual Performance Report, public notices, environmental reports and requests for release of funds from HUD.
4. Prepare the Annual Action Plan for submittal to HUD.
5. Review and update the Citizen Participation Plan and Consolidated Plan.
6. Prepare reports for the CDBG and HOME program for submittal to the City Council, the public, and HUD and hold associated public hearings.
7. Prepare, set up, and deliver presentations to various groups.
8. Monitor grant recipients to ensure compliance with federal regulations.

9. Monitor sub recipient budgets and expenditures, and maintain information in the HUD IDIS system.
10. Manage the City's Single Family and Multi-Family Rehabilitation Loan Programs.
11. Serve as the designated 504 Coordinator for the City and develop, evaluate and update policies and practices to ensure full participation of individuals with disabilities in programs, activities and services.
12. Carry out programs and activities which implement Council Priorities.
13. Motivate and maintain positive working relationships.
14. Negotiate residential development agreements and regulatory agreements with developers seeking City financial assistance or other approvals.
15. Develop and maintain a system for monitoring of residential development agreements and regulatory agreements as required by federal law.
16. Coordinate City efforts to develop affordable housing with other local, state and federal housing agencies.
17. Provide technical assistance to developers, non-profit organizations and other public and private entities relative to sources of project funding.
18. Coordinate with real estate and development community to encourage development of affordable housing.
19. Analyze legislation for impact on programs and make appropriate recommendations.
20. Perform related duties and responsibilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods used in structuring public security issues.

Principals and practices of governmental planning and zoning.

Section 504 and the Uniform Federal Accessibility Standards.

Principles and techniques of affordable housing development.

Federal and State housing legislation and programs.

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Data gathering and assessment techniques related to housing need, market conditions, development costs, etc.

Basic methods principles and procedures relating to budgeting accounting, public information real estate and finance.

Federal, State and local regulations and codes governing housing and enforcement methods.

Principles and practices of public administration, economic development, real estate principles relating to redevelopment, affordable housing, subsidy financing and underwriting techniques.

Recent industry development practices, current funding, and informational sources in management practices and principles.

Research methods and long range planning techniques applicable to assigned work.

Federal, State, and local laws relating to environmental review, labor standards, fair housing equal opportunity, and other statutory requirements for each funding source.

Principles of organization, administration and personnel management.

Financing principles, feasibility analysis, loan underwriting and subsidy techniques.

Ability to:

Analyze, interpret and apply laws, rules and regulations pertaining to housing and activities.

Apply Community Development Block Grant and HOME application requirements and procedures.

Analyze and compile statistical and technical information and prepare reports.

Learn principles of real estate valuations and appraisal techniques.

Learn to prepare and analyze pro formas.

Learn computer systems in relation to work functions.

Implement local building and zoning codes.

Communicate clearly and concisely both orally and in writing.

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Establish and maintain cooperative working relationships with those contacted in the course of work.

Provide coordination and oversight of staff in the implementation of complex programs and projects.

Research complex issues, analyze data, apply documented community needs to design and implementation of programs, and prepare staff reports with recommendations.

Prepare agendas, minutes, and related material for City Commissions and Committees.

Provide technical guidance to subordinate staff.

Use independent judgment when appropriate to problem solve complex issues and develop creative solutions.

Skill to:

Facilitate and serve as a liaison for staff and various City Committees and Commissions.

Build and facilitate teams for staff and various City Committees and Commissions.

Coordinate and work with various local and regional agencies, economic development groups, community groups, and other organizations with a vested interest in the planning, land development, housing, redevelopment, and economic development process.

Effectively work in the area of public and interpersonal relations both in a group setting and in one-to-one situations.

Operate modern office equipment including computer equipment and general office software.

Operate a motor vehicle safely.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the above knowledge and abilities. A typical way to obtain knowledge and abilities would be:

Experience:

A minimum of five years of experience in Community Development Block Grant program administration or housing and community development programs, including three years of recent progressively responsible professional experience in public development planning, public finance, housing development, business administration or management.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, economics, business, or public administration, or closely related field. Four years of related experience may substitute for the degree requirement.

License or Certificate:

HOME Certificate Specialist

Certificate of Completion – CDGB Basics

Possession of, or ability to obtain, an appropriate valid driver's license.

Special Requirements:

Essential duties of the CDBG/HOME Administrator require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different locations.

HOUSING DEVELOPMENT SPECIALIST or SENIOR HOUSING SPECIALIST

**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SWE
4. SWE
5. SME
6. SME
7. OME
8. MWE
9. MWE
10. MWE
11. OME
12. MWE
13. MWE
14. OANE
15. OAE
16. OAE
17. OAE
18. OAE
19. OAE
20. OAE

DOCUMENTATION SCALES AND CODES FOR ESSENTIAL DUTIES

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: March, 2011

Bargaining Group: Redwood City Management Employees' Association