

Bee Branch Healthy Homes Resiliency Program

PROGRAM COORDINATOR

Bargaining Unit: General

SALARY RANGE

\$52,436.80 - \$68,577.60 Annually

DESCRIPTION:

GENERAL STATEMENT OF DUTIES: Coordinates and supervises the activities of the Housing Bee Branch Resiliency Program. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for planning, organizing, supervising, and performing technical work in the implementation and administration of the Resiliency Grant Program. Supervision is exercised over other employees and sub-contractors assigned to the Resiliency Program. Although the work is performed in accordance with established procedures and Housing and Urban Development Department Regulations, a high degree of independent judgment and discretion is required. The work is evaluated from benchmark result achievements and completed under the direction of the Housing and Community Development Director and Housing and Urban Development Department representatives.

EXAMPLES OF DUTIES:

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

ESSENTIAL: Supervises and directs the activities of the overall Resiliency Grant Program. This includes assign, direct and review the work of employees and sub-contractors involved in the Program. Assist in the selection of new employees, establish a training program for new employees; instructs, trains and supports employees to ensure compliance with written Policies and Procedures; recommends new or revised operating policies and procedures, monitor and coordinate the application and approval process for Resiliency Program participants; interpret program regulations; performs periodic quality control field inspections; reviews inspection reports and work specifications, prepare and monitor Program budget; maintain and oversee the maintenance of program records; advise owners and occupants of dwellings on the requirements of the Resiliency Program; complete quality assurance inspections; refers violations to the appropriate City department for additional consultation; oversees and collaborates with sub-contractors in inspection protocol, cost estimating, bidding, and be a liaison to owners of dwellings in preparing and reviewing cost estimates and/or verifying privately provided cost estimates for home repairs; advise owners and occupants of dwellings on requirements for abating violations of the City's Housing Code and improving the residential health and safety housing standards and living conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

ESSENTIAL: Considerable knowledge of Federal and State laws, local codes and ordinances relating to the Housing Code and housing related health standards. Ability to prepare clear and concise reports, to communicate clearly both orally and in writing; ability to communicate and interpret Resiliency Program standards; ability to oversee sub-contractors on inspection, bidding, and remediation process; ability to deal amicably with homeowners, landlords and tenants in explaining and interpreting the City's Housing Code and housing related health standards; ability to be firm, tactful and impartial; ability to maintain effective working relationships with employees, the general public and representatives of public and private agencies; ability to refer Program participants to appropriate community agencies; ability to plan, assign, supervise, coordinate and evaluate the work of other employees; demonstrated ability to follow a management philosophy that is input oriented and values problem solving and the development of partnerships and collaborations; demonstrated ability to work effectively as a member of a team; a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable training and experience in housing construction, housing code enforcement and housing related health standards and graduation from an accredited college or university with major coursework in environmental and/or health sciences, business, construction or related field; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of or ability to obtain a valid Iowa driver's license at the time of appointment.

"Experience with affordable housing development or rehabilitation is required, such as low income housing tax credits, State of Iowa housing programs, federal housing programs such as HOME, CDBG, Section 8, and tax increment financing."

Supervise the Home Advocate Activities

Coordinate with ECIA intake, verifications and duplicate benefit monitoring

Coordinate with the Grants Account administrator

Coordinate with Lead Healthy Homes Leverage

Monthly, Quarterly and evaluation reporting

Oversee and collaborates with sub-contractors in inspection protocol, cost estimating, and bidding. Serve as a liaison to owners of dwellings in preparing and reviewing cost estimates and/or verifying privately provided cost estimates for home repairs; advice owners and occupants of dwellings on requirements for abating violations of the City's Housing Code and improving the residential health and safety housing standards and living condition-same as above.

03/2016