



<b>Name</b>			
<b>Position Title</b>	Neighborhood Housing Development Coordinator	<b>Department</b>	Planning, Development and Assessment
<b>FLSA</b>	Exempt	<b>Reports To</b>	Community Development Manager
<b>Pay Grade</b>	10	<b>Unit</b>	Non-Represented
<b>FTE</b>	1.0 FTE		

**Purpose of Position**

The purpose of the Neighborhood Housing Development Coordinator is to perform a variety of duties to implement the Department of Housing and Urban Development (HUD) programs and coordinates implementation of the City’s various neighborhood housing development initiatives, including flood plain programs, new housing programs, land acquisition and redevelopment of lots, homes, and land. This position also assists with the Community Development Block Grant housing programs, including the Replacement Housing, Housing Replacement (RENEW), La Crosse Promise, and Housing Rehabilitation Programs. This position is primarily funded by grants.

**Essential Duties & Responsibilities**

*The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.*

- Identifies, inspects, and analyzes potential development opportunities.
- Coordinates property acquisition and disposition, updating the City of La Crosse’s land acquisition guidelines as needed, identifying suitable properties for acquisition, and coordinating housing sales.
- Communities with listing agents for the sale of homes, advertises homes, and lots of area employers.
- Facilities LEAN process for programs and set ups operating and financial tracking system for new programs.
- Oversees applicant intake for Replacement Housing Program and Housing Rehabilitation Program, ensures compliance with CDBG and HOME guidelines.
- Drafts real estate purchase agreements and second mortgage documents.
- Communities with participants and property owners to explain the neighborhood housing programs, provide housing assistant to low-income families and to establish and maintain effective working relationships.
- Facilitates partnerships with Couleecap, Habitat for Humanity, Focus on Energy, Xcel Energy, and local schools including Western Technical College.
- Manages the Replacement Housing Program including overseeing the construction of new homes.
- Selects contractors, oversees schedules, payment, and quality control.
- Drafts contracts and loan agreements to ensure compliance with HUD requirements and meet City’s building standards.

- Designs site plans and when necessary, works with architects or existing plans to design single family homes, approve building plans.
- Conducts Environmental Review Records (ERP) for housing projects.
- Prepares, presents, and tracks legislation through Legistar to Economic and Community Development Commission and Common Council as appropriate.
- Assists with the coordination of new neighborhood housing initiatives adopted by the Common Council such as floodplain programs.
- Updates HUDs IDIS system for housing program, prepares budgets and tracks expenditures on housing projects, conducts subsidy layering analysis and market analysis.
- Ensures the City website is maintained, and all City housing grant applications are available and processed online and assists with streamlining of applicant intake for all City housing programs.
- Assists with the preparation of the five-year Consolidated Plan and the Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), Impediments to Fair Housing Choice.
- Participates in real estate training.
- Maintains confidentiality of applicants personal and financial information.

#### **Additional Duties & Responsibilities**

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*While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.*

- Compiles and maintains records to document facilitate preparation of reports and update case files, complete reports, calculate assistance, input data, and create correspondence.
- Prepare agendas and take meeting minutes.
- Oversees interns that work with the program.
- Enters data into IDIS system.
- Performs other administrative/clerical duties as needed.
- Assists with communication and oversight of the CDBG/Home sub-recipients.
- Answers and routes telephone calls, greets, and directs visitor.
- Conducts special projects and assists with requests for proposals.
- Attends neighborhood association meetings and meets with area non-profits to serve as a neighborhood liaison and promote the City's housing programs.
- Attends trainings as assigned.
- Attends meetings as needed.
- Performs other duties as assigned or as necessary.

## **Minimum Training & Experience Requirements**

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- Bachelor's degree in business administration, Communication, Sociology, Psychology, Cultural Studies or related field, and two (2) years administrative experience; or equivalent knowledge, skills, and abilities.
- Ability to adapt to various types of project management software.
- Effective public relations skills and communication skills.
- Experience working with CDBG/HOME programs and IDIS preferred.
- Valid driver's license required.
- Computer skills required including proficient use of Microsoft Office suite.

## **Physical & Mental Requirements**

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### **Language Ability and Interpersonal Communication**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.
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### **Mathematical Ability**

- Ability to add

### **Judgement and Situational Reasoning Ability**

- Ability to use

### **Physical Ability**

- Ability to
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### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

*The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*