

City of La Crosse Position Description

Name:		Department:	Planning and Development
Position Title:	Neighborhood Housing Development Associate	Reports To:	Community Development Administrator
FLSA:	Non-Exempt		

Purpose of Position

Under the direction of the Community Development Administrator the Neighborhood Housing Development Associate performs 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. The position is primarily grant funded.

Essential Duties and Responsibilities

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

Assists with the coordination of new neighborhood housing initiatives adopted by the Common Council such as floodplain programs, ReNew La Crosse, and the Paint-Up Fix Up Program as well as other housing initiatives that may be developed. Drafts program guidelines, applications, processes applications, and tracks expenditures of initiatives.

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. Communicates with listing agents for the sale of homes, advertises homes and lots to area employers.

Facilitates LEAN process for programs and sets up project management software programs as needed. Improves operation of existing programs and set ups operating and financial tracking systems for new programs.

Oversees applicant intake for Replacement Housing Program and Housing Rehabilitation Program, ensure compliance with CDBG and HOME guidelines. Assists with drafting real estate purchase agreements and second mortgage documents.

Communicates with participants and property owners to explain the neighborhood housing programs, provide housing assistance to low income families, and to establish and maintain effective working relationships.

Conducts ERRs (Environmental Review Records) for housing projects.

Conducts Requests for Proposals, Bids and Request for Qualifications to facilitate contracting of work.

Updates HUD's IDIS system for housing projects. Prepares budgets and tracks expenditures on housing projects, conducts subsidy layering analysis and market analysis.

Ensure the City website is maintained and all City housing grant applications are available and processed online. Assist with streamlining of applicant intake for all city housing programs. Assists with maintaining database for housing rehabilitation loans.

Staff Fair Housing Committee and serve as a liaison with the La Crosse Public Housing Authority on housing issues.

Develops marketing materials and writes press releases for Replacement Housing Program, Housing Rehabilitation Program, Paint-Up Fix-Up Program.

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.

Coordinates procurement of contractors, suppliers, and equipment.

Determine client eligibility for program(s) and qualify and recertify applicants and participants for participation in the housing assistance program(s).

Participate in real estate training.

Maintains confidentiality of applicant's personal and financial information.

Additional Tasks and Responsibilities

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

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.

Oversee interns that work with the program.

Enters data into IDIS system.

Performs other administrative/clerical duties as needed.

Assist with communication and oversight of CDBG/HOME sub-recipients.

Answers and routes telephone calls, greets and directs visitors.

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.

Minimum Training and Experience Required to Perform Essential Job Functions

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.

Demonstrated proficiency in Microsoft Office and program management software. Ability to adapt to various types of project management software. Knowledge of accounting and budgeting principals. Training in LEAN Six Sigma processes preferred. Effective public relations skills and communication skills. Experience working with CDBG/HOME programs and IDIS preferred. Valid driver's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

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. Ability to classify, compute, tabulate, and categorize data.

Ability to provide interpretation to others on how to apply policies, procedures, standards to situations.

Ability to utilize a variety of advisory data and information such as spreadsheets, HUD regulations and guidelines, Annual Action Plan, receipts, budgets, billing statements, account reports, insurance certificates, meeting agendas, meeting minutes, contracts, computer software operating manuals, accounting principles, resolutions, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Ability to effectively communicate orally and in writing with city department heads, department personnel, nonprofit organizations, business owners, homeowners, contractors, auditors, and the general public.

Ability to learn, understand and interpret City and HUD regulations, guidelines, and procedures regarding the Neighborhood Housing Initiatives/Program; general casework management principles and practices as they apply to low income housing assistance programs; and socioeconomic problems and needs of low income families and individuals, including the elderly and disabled.

Mathematical Ability

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory or judgmental criteria, as opposed to criteria which are clearly measurable.

Ability to manage a housing assistance case load to facilitate effective, efficient, and timely service delivery.

Ability to establish and maintain effective working relationships with management, other City employees, and the general public.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, calculator/adding machine, photocopier; and motor vehicle.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, crouching, climbing, lifting, carrying, pushing and pulling.

Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under 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.