



HOUSING AND GRANT COORDINATOR

DEFINITION

Under general direction, to supervise, plan, and coordinate the housing down payment assistance program and monitoring activities and operations of the City of Hollister; develops and coordinates grant-funded programs and required reporting; reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement annual budget allocations and support economic development.

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, review, evaluate, and participate in activities to implement various agency, grant, and privately funded programs related to housing and similar resources; assist the Program Manager in the administration of Development Services Department functions and projects.

Direct, coordinate, monitor, and evaluate housing programs for the City of Hollister and former redevelopment projects related to area of assignment; plan and execute all activities within assigned program areas including, community liaison, contract preparation, and supervision and marketing activities.

Prepare Federal and State grant applications; direct the maintenance of appropriate records; coordinate grant monitoring and reporting activities including CDBG, HOME and HUD.

Update CDBG Program Income Reports as necessary.

Coordinates CDBG Business Assistance Loan Program under the supervision of the director and consult with the program administrator and California Department of Housing and Community Development.

Supports Economic Development Corporation of San Benito County as needed.

Identify and obtain funding sources; design and implement funding programs for low income

housing programs.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations including with legal counsel, consultants, and non-profit agencies as necessary

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OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of implementing and managing block grant, Housing Funds, and other public and private finance programs.

Principles, practices and techniques of rehabilitation loan and down payment assistance programs.

Participant requirements and funding source constraints of rehabilitation loan programs.

Program management, contract compliance, and monitoring techniques.

Knowledge of construction contract procedures, including bidding process.

Knowledge of construction review process.

Research and financial analysis techniques.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Ability to:

Manage and coordinate the work of assigned personnel.

Plan, implement, monitor, and evaluate a variety of housing programs.

Develop and prepare grant applications.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports and correspondence.

Respond to requests and inquiries from the general public.

Handle multiple concurrent projects and manage priorities and tasks.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public policy, business administration, public administration, or a related field.

License or Certificate:

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

Special Requirements

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; some exposure to outdoors; ability to travel to different sites and locations.