



County of Santa Cruz - Housing Specialist III

Housing Specialist III is the advanced journey level class in this series, having the primary responsibility for performing the full range of housing support duties and for acting as team leader for larger and more complex projects.

Incumbents are expected to develop expertise in all Housing Section functions in the areas of affordable housing development, grant administration or single family lending so they can assume independent responsibility for assignments. This class is distinguished from the Housing Specialist II in that the incumbent is responsible for implementation and compliance with complex programs and projects and functions as a team leader. Incumbents in this class receive administrative and technical supervision from the Housing Manager or the Principal Planner for Housing.

Salary: \$6,837 - 8,656 / Month

THE REQUIREMENTS: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Four years of experience with housing and community development programs that has included responsibility for financing, community development, or economic development projects.

OR

One year of experience equivalent to a Housing Specialist II at Santa Cruz County.

SPECIAL REQUIREMENTS: Possession of a valid California Class C Driver License or the ability to provide suitable transportation, which is approved by the appointing authority.

Knowledge: Thorough knowledge of underwriting principles and practices; principles of affordable multi-family housing finance, development; and management and Programs for facilitating and subsidizing low and moderate housing including financing and indirect subsidy mechanisms. Working knowledge of basic principles and trends of affordable housing; legislative process at local, State and Federal levels; Federal and State housing and community development laws, regulations, programs and procedures; principles and practices of community development; County affordable housing policies, procedures and programs; principles of Federal, State and local funding opportunities including low income housing tax credits and McKinney Vento Homeless Assistance Programs; grant management procedures; County administrative procedures; some assignments require: principles and practices of building industry standards including building codes, construction codes, State and local housing regulations and methods of enforcement; techniques and methods of housing inspection and detecting health and safety hazards; housing rehabilitation and



remodeling practices and procedures; construction specifications and cost estimating; general contracting principles; home improvement financing and escrow procedures; planning principles and components of land use applications; methods of determining housing needs ranging from calculation of Regional Housing Need to homeless census and housing financing tools and conventions, loan documents and regulatory agreements. Some knowledge of Housing Element and General Plan.

Ability to: Collect, analyze, compile, organize and present technical statistical and related information pertaining to housing and community development research; prepare concise written and oral reports; assist in the preparation of grant applications and performance reports; provide services to the public in a courteous and effective manner; participate cooperatively and effectively as a contributing team member; research policies, analyze alternatives, and summarize; express ideas effectively, orally and in writing; produce acceptable work commensurate with the level of appointment in an acceptable timeframe; develop and maintain effective working relationships with the general public, low and moderate income households participating in affordable housing programs, and officials and personnel from other agencies including non-housing agencies; input, retrieve and analyze data using a computer; evaluate proposals, manage project schedules, monitor compliance and progress and evaluate performance; negotiate and write contracts; interpret, apply and explain complex regulations and procedures; identify problems and propose solutions; compose and disseminate information to the community and general public through various media; make presentations to committees, special purpose groups and the general public; prepare clear and concise administrative reports, Board letters and other communication; support affordable housing developments by facilitating communication with reviewers; prepare grant applications and performance reports in a timely manner; ensure compliance with funding requirements; conduct meetings; train and direct the activities of lower level personnel; monitor compliance with regulatory agreements for low and moderate income housing. Present affordable housing projects, programs and reports to boards, commissions and committees; understand and relate to others the concepts, principles and importance of affordable housing within communities; organize and present information about funding opportunities, homeownership; speak effectively before groups; provide leadership to team efforts and manage and coordinate complex projects and activities. For some assignments: Prepare and interpret construction specifications, architectural drawings and construction contracts.