

CITY OF MILPITAS

Effective: May 1997
Revision: June 29, 2001
EEOC: Para-Professional
Unit: ProTech/Housing
FLSA: Non-Exempt
Physical: 1

HOUSING & NEIGHBORHOOD PRESERVATION SPECIALIST

DEFINITION

Under general supervision, to implement varied housing projects and programs; to assist property owners and others in obtaining loans and grant funds to improve housing; to perform specialized administrative and technical activities related to code compliance including investigation and resolution and processing of citizen complaints; and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Housing and Neighborhood Preservation Specialist is the journey level in the classification series. Incumbents perform administrative and technical tasks related to various housing and neighborhood preservation programs. This classification is distinguished from the Senior Housing and Neighborhood Preservation Specialist in that the latter is the first line supervisor and oversees and coordinates the various housing and code compliance programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Housing and Neighborhood Preservation Specialist.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ◆ Implement City-sponsored housing projects, including activities associated with site acquisition, financing, and contract administration.
- ◆ Participate and assist in coordination of the housing rehabilitation loan program; process and monitor housing loans and grants from application through construction completion and loan servicing; determine property improvement needs; originate loans; prepare or review specifications; coordinate or oversee project bidding, inspections and management; authorize disbursements; mediate disputes.
- ◆ Process applications for Community Development Block Grant (CDBG), and other related public and private funding sources; monitor projects and assure compliance with federal and state laws and regulations referring the most complex cases and problems to the Senior Housing and Neighborhood Preservation Specialist.
- ◆ Maintain accurate records and files of assigned projects and cases; monitor funds expended; prepare a variety of periodic and special reports related to grants, loans and City-sponsored housing projects.

- ◆ Receive and respond to complaints concerning animals, neighborhood beautification, abandoned vehicles, sanitation, graffiti, and Housing Code, zoning and sign violations; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and compile statistics.
- ◆ Staff the lend-a-tool shed.
- ◆ Education and outreach, including presentations to home owner associations, or organizations for the Neighborhood Beautification Ordinance.
- ◆ Prepare reports, letters and memoranda related to housing and code compliance activities.
- ◆ Provide public information and referral services related to housing code compliance.
- ◆ Provide staff support on special projects as assigned, including research, conducting surveys, compiling data, and making recommendations on alternative courses of action.
- ◆ Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ◆ Procedures, regulations and practices in code enforcement, housing rehabilitation, and loan applications.
- ◆ Basic principles and practices of public administration.
- ◆ Techniques for effectively dealing with people from various socio-economic, ethnic, and age groups.
- ◆ Research concepts and methods.
- ◆ Computer applications related to the work.

Ability to:

- ◆ Learn applicable federal, state and local laws and regulation relative to code compliance, housing rehabilitation and other housing programs and funding sources.
- ◆ Learn principles, practices, procedures and regulations in housing, financing, land acquisition, construction, rehabilitation and grant administration.
- ◆ Learn applicable federal, state and local laws, rules and regulations relative to housing and code compliance.
- ◆ Interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance and code compliance.
- ◆ Enforce rules and regulations relative to program areas of responsibility.

- ◆ Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.
- ◆ Independently follow through and coordinate multiple projects and meet critical deadlines.
- ◆ Analyze construction bid documents and contracts, financial statements and real property documents.
- ◆ Maintain accurate records and case files.
- ◆ Communicate clearly, concisely and effectively, orally and in writing.
- ◆ Establish and maintain effective work relationships with individuals from other City departments and agencies and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively administrative support or technical experience in housing programs or code enforcement, or in other fields of technical assistance involving high public contact.

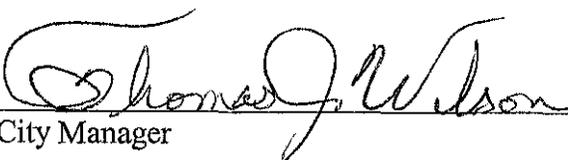
Education:

Equivalent to the completion of the twelfth grade.

LICENSE AND CERTIFICATES

- ◆ Possession of, or ability to obtain and maintain a Valid California Driver's License.

Approved by:



 City Manager

7-15-03

 Date