

CLASS TITLE:

HOUSING COMMISSION COORDINATOR

Class Code: 02716600

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To administer responsible and complex work involving the analysis of specific phases of statewide policies designed to address a variety of housing and community needs; and to do related work as required.

SUPERVISION RECEIVED: Reports to the Housing Resources Commission and works under the general supervision of the Chief of the Office of Housing and Community Development with latitude for the use of independent judgement; work is usually reviewed upon completion for adherence to desired objectives and results obtained.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide staff support to the Housing Resources Commission.

To develop and review applications for state funded housing programs.

To contract with non-profit agencies and monitor performance.

To respond to the needs for shelters for the homeless, creating resources as required.

To create regulations, technical documents, informational and public awareness materials as required by legislative mandates.

To provide technical assistance to community groups, public and private entities.

To develop and implement strategic plans for housing and homelessness.

To develop housing and community development programs to implement state housing policy.

To perform responsible and complex work involving the analysis and evaluation of specific phases of statewide policies designed to meet a variety of housing and community development needs.

To provide involved interpretations and explanations of housing policies to community groups, public and private agencies, tenants, landlords and the general public.

To make research studies and surveys of existing and proposed housing and community development activities, and to make recommendations based on the analysis of data accumulated.

To confer with and assist private and public officials in coordinating various aspects of housing related programs.

As required, to attend and participate in meetings, hearings and conferences.

To provide relevant data for use in the development of proposed legislation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques utilized in the development of a variety of housing and community development policies; a working knowledge of federal and state legislation and guidelines pertaining to various housing programs; a working knowledge of federal, state, local and private resources dealing with housing issues; ability to coordinate public and private partnerships pertaining to various housing issues; the ability to compile research proposals containing findings and recommendations; the ability to establish effective

working relationships with superiors, subordinates, community groups and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Urban Economics, Planning, or a closely related field; and

Experience: Such as may have been gained through: employment in a position requiring the performance of complex tasks in the development of housing and community development policies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 12, 2005