

City of Vicksburg
Job Description

Job Title: Housing Director
Department: Community Development Division
Reports To: Community Development Director

Summary: Primary function of the job is to perform professional work related to private\public housing grant applications, and include assisting in the planning, developing, implementing and coordination of various Federal, State and local private housing grant applications and regulations and carrying out major grant work requirements.

The employee in this job must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

Essential Duties and Responsibilities include the following:

Plan and organize data for proposed projects (including preparing surveys, beneficiary determination, compiling census information, budget planning, etc).

Assisting with project selections and targeted activities.

Formatting local program design.

Maintaining detailed program records on all phases of projects.

Prepare competitive applications for Federal\State funds.

Comply with CDBG Citizen Participation requirements including conducting public hearings, organizing and providing technical assistance to task forces and other citizen groups, and responding to inquiries and complaints.

Coordinate Land Bank activities with applicable grants.

Assisting with the preparation of contract documents.

Assist with grant writing and reporting requirements.

Procuring professional services and construction contractors.

Comply with Federal and Sate programmatic, financial and audit requirements.

Meeting with citizens, attorneys, appraisers, review appraisers, engineers, architects, contractors, subcontractors, etc., to coordinate efforts and insure compliance with federal regulations.

Insure compliance with grant special conditions, Historic Preservation, environmental standards, Labor Standards, Fair Housing\Equal Opportunity, Minority Business Enterprise\Women Business Enterprise, Audits, Closeouts and other compliance issues.

Writing correspondence and responses related to funded projects and other matters.

Formulating budget modifications and contract amendments.

Conduct site inspections.

Assist with Acquisition\Relocation Specialist with acquisition and relocation process as needed.

Develop and prepare housing marketing and public relations information for public use.

Conduct financial meetings for potential applicants regarding the housing programs which includes creditworthiness.

Provide citizens, banks, etc. information and/or documents regarding housing grants, loans, and rehabilitation programs.

Process client intake which requires assessment of client history concerning both short and long-term needs.

Conduct public meetings to listen to and address concerns regarding the City's Housing Program.

Furnish documentation and other information for the Department of Housing and Urban Development (HUD) and the State of Mississippi monitoring visits, final audits and closeout. Comply and submit reports as required by HUD and State.

Must be articulate as this person will be required to do public speaking regarding the City's housing programs and make presentations and recommendations to the Board of Mayor and Aldermen.

Serve as a liaison person for the City between the city, banks, citizens, etc. regarding its housing program.

Individual must be able to work independently.

Prepare media releases regarding the City's housing program and/or projects.

Must stay abreast of all current/recent laws regarding the management of all housing programs by the City.

Evaluating programs to improve procedures for the future.

Attend meetings and training sessions at the City, State, or regional levels.

Supervisory Responsibilities: Individual in this job would have supervisory responsibilities..

Qualifications: The individual in this job would be required to have knowledge of banking regulations and the real estate market. The work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, lost of grant opportunities to the City and public, significantly reduced service to the public.

Education and \or Experience: Because of the nature and responsibilities of the job, the individual must be proficient in the use of the English language. Must have at least three (3) years of experience in the areas of banking and/or financial markets. Must also have at least three (3) years of experience in the real estate market.

Language Skills: The individual must be proficient in the use of the English language, both oral and written. In short, must be able to comprehend, process and apply both verbal and written skills appropriate to the job.

Work Hours: This position may require irregular hours as well as overtime. It will also require travel which may be locally, statewide or out of state. A city vehicle may be accessible on occasion for travel purposes. Transporting, any person other than self, should be done in a City owned vehicle.

Mathematical Skills: Mathematical skills required will be those necessary in calculating mortgage rates, down payments cost and monthly mortgage notes for individual. Skills will include addition, subtraction, multiplication, division, percentages, ratios, etc.

Reasoning Ability: Must have skill in conducting research, preparing reports and documentation. Have the ability to consistently demonstrate sound ethics and judgment and the ability to think analytically and apply sound judgment, solve problems, make sound decisions based upon the facts, and act with integrity.

Computer Skills: Skill in operation of modern office equipment such as computers, facsimile, copiers, scanners and telephones.

Certificates, Licenses, Regulations: Requires a valid driver's license and must maintain eligibility to drive as per the City's Vehicle Usage Policy.

The Housing Director may acquire the following certifications for Housing Counseling Certification based on NeighborWorks of America:

1. Pre-purchase homeownership education for the educator to deliver a comprehensive homebuyer education training in a group setting.

- REQUIREMENT: HO229 Homebuyer Education Method: Train the Trainer.
2. Post-purchase homeownership education for counselors to facilitate post-purchase seminars and workshops.
REQUIREMENT: HO247 Post Purchase Education Methods.
 3. Homeownership counseling- certification in one on one counseling.
REQUIREMENT: Part 1 HO250 Homeownership Counseling Principles.
Part 2 HO109 Foreclosure Basics.

Financial Counseling Certification via NeighborWorks Training Institute or any qualified entity, such as the MS Community Financial Access Coalition, (MCFAC)

1. Financial Capability- Certifications recommended for housing counselors.
REQUIREMENT:
Part 1 Complete HO208 Building Financial Skills or MCFAC Financial Capability.
Part 2 Complete HO209rq Financial Education or MCFAC Financial Education Program.
Part 3 Complete HO310 Financial Coaching.
Part 4 Complete HO004WT Financial Management

Other Skills and Abilities: Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, the public, and representatives of other agencies.

Skilled in researching and resolving complex problems in order to ensure compliance

Skill in conducting research, preparing reports and documentation

Ability to consistently demonstrate sound ethics and judgment

Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity

Ability to explain complex policies and processes in layman's terms

Ability to participate as a team member

Ability to speak confidently and knowledgeable in public meeting regarding the City's Housing Program

Ability to coordinate meetings effectively and efficiently

Ability to accurately organize and maintain paper documents and electronic files

Ability to maintain the confidentiality of information and professional boundaries

Able to use City resources effectively and efficiently

Other Qualifications: Good working knowledge of government operations and not-for-profit corporations