



THE CITY OF DAYTONA BEACH

"The World's Most Famous Beach"

HOUSING COORDINATOR

DEVELOPMENT SERVICES/COMMUNITY DEVELOPMENT

Weekly Salary Range - \$949.67 - \$1,595.76

OPEN UNTIL FILLED

PURPOSE OF CLASSIFICATION

The purpose of this classification, under administrative direction, is to disseminate program information, determine applicant eligibility, case management, and assist in coordinating and implementing local, state, and federal Community Development housing programs. Employees in this classification provide housing counseling, determine applicant eligibility, and perform technical and professional work. Position is responsible for assisting in implementing and monitoring affordable housing program activities in accordance with applicable rules and regulations. Performs related work as required.

MINIMUM QUALIFICATIONS (Education, Training, and Experience)

High School Diploma or acceptable equivalency diploma is required, Associate's Degree in related field preferred; supplemented by three (3) to five (5) years previous experience and/or training which includes knowledge of the principles and practices of federal and state housing programs and experience in a housing counseling program.

SPECIAL REQUIREMENTS

Possession of Certified Professional Housing Counselor Certification preferred.

**ALL APPLICANTS INCLUDING CITY EMPLOYEES, MUST APPLY BY USING
THE CITY OF DAYTONA BEACH CAREER PORTAL**

To apply, visit our career portal at:

[City of Daytona Beach Career Portal](#) or <https://fl-daytonabeach.civicplushrms.com/careers/>

**YOU WILL BE RESPONSIBLE FOR PROVIDING ALL RELEVANT DOCUMENTATION IF YOU ARE SELECTED TO
FILL THE POSITION.**

Applicants may at time of application upload documentation such as educational documents (high school diploma, college transcripts, trade school certificates, etc.), and supporting verification documentation showing you meet the minimum qualifications; i.e., letters from current or previous employers stating the applicant's name, dates worked and duties performed, employee evaluations, offer letters, etc., and additional certifications or licenses if stated on the application. For some positions, State Law requires a birth certificate proving U.S. citizenship. Police Officer, Police Reserve Officer and Firefighter applicants will be required to provide additional documentation as stated on the application.

- If you have questions regarding the application process, email: HumanResources@codb.us or call 671-8210

Residents of Daytona Beach given preference in hiring.

EOE/AA/ADA/VET Employer

Applications are public record open for inspection

HUMAN RESOURCES/Employment Services

P.O. Box 2451, Daytona Beach, Florida 32115-2451