

Housing Development Specialist

Bartow, FL

Order: 74720

Order Type : Direct Hire

CODE 1109
PG-18
NON-EXEMPT

HOUSING DEVELOPMENT SPECIALIST **(Housing & Neighborhood Development)**

Pay Range: \$19.23/hr. - \$28.74/hr. (\$39,998.40 - \$59,779.20/annually)

Shift: 8:00 AM - 5:00 PM, Monday - Friday (40 hours/week)

Location: 1290 Golfview Ave Bartow, FL 33830

Health Benefits Package, Including Paid Holidays

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTION

Technical/professional work assisting in the coordination and implementation of various local, state, and federal affordable housing programs.

ILLUSTRATIVE DUTIES

- Assists the Housing Compliance Manager with the coordination and implementation of local affordable housing programs.
- Assists in the preparation and implementation of Federal and State grant applications such as Five-Year Consolidated Plan, One-Year Action Plan documents and the State Local Housing Assistance Plan (LHAP).
- Assists in conducting workshops and meetings to assist in the development of the Five-Year Consolidated Plan and One-Year Action Plans.
- Plans and coordinates meetings to insure input of impacted agencies and departments in the planning and programming for community projects.
- Assists in the research and development of new, more effective housing programs.
- Assists in the development of proposals and grants to supplement funding sources for affordable housing programs.
- Manages compliance requirements for CDBG, HOME and SHIP and other affordable housing programs.
- Plans, conducts and attends meetings to provide technical assistance to local residents on effectively identifying and planning for needed services within the county.

- Plans and initiates public meetings with citizens, elected officials and social services representatives to provide a forum for exchange of information and ideas relating to community needs and services.
- Provides technical assistance to various boards, developers, non-profit organizations and other governmental entities as required.
- Assists in the coordination, performance and monitoring of all required reports, applications and submissions as assigned, using personal computer and related software.
- Ability to input and extract data from the Federal Integrated Disbursement and Information System (IDIS) to create HUD reports that reflect accomplishments and progress of HOME, CDBG and ESG funded activities.
- Participates in needs assessment data analysis to assist in developing policy and making funding decisions.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the principles and practices of federal, state, and other related housing programs.
- Knowledge of city, state, and federal regulations governing these programs.
- Knowledge of personal computers and related software.
- Ability to establish and maintain working relationships with community groups, non-profits, and other governmental entities.
- Ability to communicate, both orally and in writing.
- Ability to make public presentations.
- Ability to learn software programs utilized in this unit.
- Ability to recognize incorrect information or work and take remedial actions independently.
- Team player with the ability to work in a fast-paced environment.
- Ability to utilize a personal computer and various software applications including Microsoft Office products, Excel and spreadsheets.

MINIMUM QUALIFICATIONS

Graduate of an accredited two year college and have a minimum of two (2) years' experience in housing and community development programs.

Must have a valid driver's license and be able to obtain a valid Florida driver's license at the time of employment within this classification.

Four (4) years' experience in housing and community development programs may be substituted for the college degree.

SPECIAL REQUIREMENT

This position may be required to report for work when a declaration of emergency has been declared in Polk County.