



**FLAGLER COUNTY**  
invites applications for the position of:

## **Housing Services Program Manager**

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<b>SALARY:</b>	\$52,748.80 - \$63,544.00 Annually
<b>DEPARTMENT:</b>	Social Services
<b>OPENING DATE:</b>	12/09/19
<b>CLOSING DATE:</b>	12/23/19 05:00 PM

### **DESCRIPTION:**

Responsible for administering and coordinating all aspects of the SHIP Program (State Housing Initiatives Partnership), the CDBG Program (Community Development Block Grant), the HLMP (Hurricane Loss Mitigation Program) and all other Housing and Community Development Programs.

### **EXAMPLES OF DUTIES:**

- Administers and coordinates all Housing Programs, including fiscal, legal, compliance, outreach/public relations.
- Acts as facilitator/liaison between County and non-profit organizations or other local governments.
- Develops and coordinates participation partnerships with lenders, financial institutions, realtors, builders, developers, housing authority, and credit counseling agencies.
- Supervises and coordinates the activities of employee(s), including but not limited to: determining work assignments, reviewing work, conducting performance reviews, and providing orientation and training.
- Composes and maintains up-to-date SHIP Local Housing Assistance Plan (LHAP), CDBG Housing Assistance Plan, and all affordable housing policies and procedures; obtains required approvals at the local, state, and/or federal levels.
- Monitors legislative activities as they relate to Housing Programs.
- Ensures compliance with all Florida Housing Finance Corporation and HUD/DEO rules and regulations and coordinates compilation and preparation of all fiscal reports with accounting department.
- Coordinates and/or tracks expenditures and revenues in various projects, spanning appropriate fiscal years within the housing program budgets. Tracks all demographic information.
- Determines final eligibility of applicants according to Flagler County Housing Program guidelines.
- Coordinates with home inspectors to review inspection reports and scopes of work.
- Coordinates with builders and contractors to review specification sheets, floor plans and contracts.
- Coordinates house selections and closing with lenders, realtors, title companies, attorneys, and participants.
- Writes and advertises legal and display notices. Prepares marketing and outreach plan in accordance with SHIP/Housing Program statutes.
- Provides technical assistance and support for other housing providers.

- Prepares presentation materials and delivers presentations to the BOCC, various public and private organizations and entities.
- Responds to inquiries regarding potential low-income, affordable, senior, workforce housing in the community.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Planning, Business Administration or Public Administration.
- 2-years of community planning or real estate experience.
- Associates Degree in Business Administration/Management and 4-years of community planning or real estate experience.
- Work related experience may be substituted on a year for year basis.
- Must possess a valid State of Florida Driver's License.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.flaglercounty.org>

Position #00158  
 HOUSING SERVICES PROGRAM MANAGER  
 MB

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 Bldg #2  
 Bunnell, FL 32110  
 386-313-4007  
 386-313-4035

[pwu@flaglercounty.org](mailto:pwu@flaglercounty.org)

**Housing Services Program Manager Supplemental Questionnaire**

- \* 1. Do you have an Associates Degree in Business Administration/Management and 4-years of community planning or real estate experience?  
Yes   No
  
- \* 2. Do you have a Bachelor's Degree in Planning, Business Administration or Public Administration?  
Yes   No
  
- \* 3. Do you have 2-years of community planning or real estate experience?  
Yes   No
  
- \* 4. Do you possess a valid State of Florida Driver's License?  
Yes   No
  
- \* Required Question