



OSCEOLA COUNTY
invites applications for the position of:

Affordable Housing Specialist

SALARY: \$70,595.20 Annually
OPENING DATE: 09/21/21
CLOSING DATE: 10/15/21 11:59 PM

GENERAL DESCRIPTION OF DUTIES:

Under general direction, the purpose of this position is to develop and implement strategies to identify, track and increase the inventory of affordable housing in Osceola County. The persons in this position must have full knowledge and understanding of the current inventory of Osceola County Affordable Housing stock and incentives to encourage the increase and maintain an adequate amount of affordable housing in the county.

ESSENTIAL JOB FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Facilitate annual Affordable Housing Advisory Committee process and development of Local Housing Assistance Plan.
- Work with prospective affordable housing developers to explore and advance possible development proposals.
- Apply specialized knowledge to coordinate the County's efforts to improve the housing stock and increase the supply of affordable housing.
- Track and analyze housing trends including economic trends, housing costs and interest rates, and other data that impact the creation and preservation of affordable housing.
- Assist the Assistant Human Services Director in the role of liaison to the State Housing Initiatives Program Affordable Housing Advisory Committee
- Maintain up-to-date information on current Affordable Housing inventory that includes location, types of units, costs, so forth including assistance available in neighboring counties.
- Maintain up-to-date information on upcoming Affordable Housing Developments.
- Participate in the review and facilitate updates to County policies, programs, and regulations to encourage and/or incentivize affordable housing, including developing and proposing affordable housing policies for the Osceola County Comprehensive Plan.
- Promote and coordinate the County's affordable housing initiatives such as the Mobility Fee Relief Program and partnerships for the use of HOME Funds.
- Research and perform administrative work on Federal and State grant programs, and any other possible funding sources to promote affordable housing.
- Speak and work with community groups, neighborhoods, advisory boards, organizations, and the general public to promote and advance affordable housing initiatives.
- Participate in intergovernmental coordination activities representing Osceola County and assisting the general public, County agencies, and departments with regard to affordable housing and/or general information requests.

- Outreach and Communication including coordination with the Communications Department for general information distribution.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university in Community Planning, Community Development, or closely aligned and related field.

Experience: At least six (6) years related professional experience in housing and/or community development, developing and implementing affordable housing programs, including community land trusts, rental, and/or housing development programs, or an equivalent combination of education, training, and experience which provide the required knowledge, skills, and abilities.

Miscellaneous: Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent federal, state, and local rules, regulations, ordinances, and other regulatory standards applicable to the work
- Knowledge of established procedures relating to services provided by Human Services
- Ability to work independently, organize work, prioritize, meet established deadlines, and follow up on assignments with minimal directions.
- General knowledge of grant/contract management.
- Ability to access, operate and maintain various software applications.
- Make independent decisions to resolve problems or conflicts and enforce program rules and regulations.
- Communicate effectively, both orally and in writing.
- Maintain effective working relationships with clients, vendors, other employees, supervisors, departments, officials, and the public.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Physical Demand Requirements:

- Physical Demand: Light
 - 20 pounds maximum lifting.
 - Frequent (up to 2/3 of the work time) lifting, carrying up to 10 lbs.
 - If less lifting involved will require significant walking/standing.
 - If mostly sitting is involved will require push/pull on arm or leg controls.
 - Expressing or exchanging ideas by spoken word or perceiving sound by ear.
 - Good eyesight for production or safety of self and others.
 - Physical agility is required in kneeling, bending, stooping, and reaching.
 - Required to have clear vision at distances of 20 inches or less.
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Affordable Housing Specialist Supplemental Questionnaire

- * 1. Do you possess a Bachelor's Degree from an accredited college or university in Community Planning, Community Development, or a closely aligned and related field? If yes, list the degree type and major. If no, list N/A.

- * 2. List the number of years and describe your related professional experience in housing and/or community development. (Must be demonstrated in Work Experience)

- * 3. Describe your experience developing and implementing affordable housing programs and working with community land trusts, rental, and/or housing development programs. (Must be demonstrated in Work Experience)

- * 4. Do you possess valid Florida Driver's License?
 Yes No

- * Required Question