



**CITY OF PALM BAY**  
Department of Human Resources  
120 Malabar Road  
Palm Bay, FL 32907

<http://www.palmbayflorida.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Senior Housing Program Specialist**

*An Equal Opportunity Employer*

**SALARY**

\$24.27 - \$36.45 Hourly    \$50,478.00 - \$75,811.00 Annually

**OPENING DATE:** 10/12/21

**CLOSING DATE:** Continuous

**THE POSITION**

Bachelor's degree in planning, public administration, business or a related field from an accredited college or university, and four (4) years of experience in housing and community development required. An Associate degree and eight (8) years of direct experience in housing and community development may also be considered. Experience must include managing various Federal housing programs, specifically CDBG and HOME grants. Must have general working knowledge of federal regulations: 24 CFR 92 and 24 CFR 24 CFR 570 Subpart K. Experience with the Integrated Disbursement & Information System (IDIS) preferred. Ability to speak and write in Spanish preferred. Must possess a valid Florida's Driver's License and have and maintain an acceptable driving record.

**EMERGENCY DECLARATION STATUS**

Non-essential employees will not be required to work during a declared emergency but may be required to work during an undeclared emergency or in the aftermath of an event associated with a declared emergency. On an incident-by-incident basis, the employee's Department Head will make the determination when the employee will be required to work and if they are re-assigned based on the needs of the City.

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs program management and compliance monitoring of the City's State and Federal housing and community development programs, to include related administrative tasks. Strong understanding of State and Federal regulations relating to housing and community development programs as well as policies, program guidelines, and standard operating procedures relating to the operation of programs and activities relating to affordable housing and community development best practices. Employee is responsible for performing administrative and support work to coordinate and monitor the Community Development Block Grant (CDBG), HOME Investment Partnerships Program and the State of Florida's State Housing Initiatives Partnership Program (SHIP). Work involves writing grant applications, program descriptions and action plans, preparing feasibility analysis, implementing specific program activities, and monitoring program progress. Work also involves preparation of various reports, plans, contracts, and agreements for presentation to the Housing Administrator concerning programs. Reports to the Housing Administrator.

**SPECIFIC DUTIES & RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Responsible for the design, implementation, administration and monitoring of programs and activities contained within the City's 5- year Consolidated Plan and annual Action Plan for both the CDBG and HOME Programs.

Prepares necessary mortgage documents, contracts, and agreements.

Assists in determining programs goals and objectives; monitors progress of programs; prepares program descriptions and budgets; makes programmatic recommendations.

Maintains documentation related to client application, supporting documentation and income-eligibility.

Oversees subrecipient agreements, conducts, monitors, and processes monthly reimbursement requests.

Oversees the City's CDBG funded construction contracts and demolition program, to include Davis Bacon and Section 3 compliance.

Performs client intake and walk-through inspections as needed.

Conducts promotional outreach, i.e., public presentations, personal meetings and written and verbal communication where applicable.

Assists in the evaluation and recommendation of U.S. Housing & Urban Development (HUD) funding to eligible applicants in accordance with the City's current Consolidated Plan and Citizen Participation Plan.

Maintains relationships with outside partner and public service agencies.

Knowledge of and experience with IDIS, DRGR, HEROS and other housing-related reporting programs.

Prepares State and Federal quarterly and annual reports.

Monitors program budgets to ensure timely expenditure of funds and program compliance.

**ADDITIONAL JOB FUNCTIONS**

Prepares and conducts, when necessary, advisory board meetings, public hearings and various meetings and workshops related to housing and community development.

Performs other related duties as assigned.

The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.palmbayflorida.org>

OR

120 Malabar Road,  
Palm Bay, FL 32907

EXAM #02151  
SENIOR HOUSING PROGRAM SPECIALIST  
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**Senior Housing Program Specialist Supplemental Questionnaire**

- \* 1. This position requires, at a minimum, an Associate's degree from an accredited college or university in Planning, Business Administration, Public Administration, or a closely related field. Which choice best describes your level of education?
- Did not complete High School
  - High School diploma or GED
  - Some college
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or higher
2. If you have the required college degree, please describe below how your degree meets the requirements of the job description as posted.
- \* 3. This position requires a minimum of four years' experience in housing and community development. Please select the choice below that best describes your years of experience:
- None
  - Less than four years
  - Four to Six years
  - Six to Ten years
  - More than Ten years
- \* 4. Do you have experience managing various Federal housing programs?
- Yes
  - No
- \* 5. Do you have experience managing Community Development Block Grant (CDBG) and Home grants?
- Yes
  - No
6. If yes, briefly describe your experience in Grant Writing:
- \* 7. Do you possess a valid Driver License and have and maintain an acceptable, safe driving record?
- Yes
  - No
- \* Required Question