



# Housing Coordinator

Class Code:  
Pay Grade NB116

Bargaining Unit: SALARY EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Aug 22, 2017  
Revision Date: Oct 1, 2023

## SALARY RANGE

\$37.23 - \$59.56 Hourly  
\$77,438.40 - \$123,884.80 Annually

### GENERAL STATEMENT OF JOB:

SAFETY SENSITIVE: No

FINGERPRINTING REQUIRED: Yes

Under the general supervision of the Planning Manager, performs administrative planning functions which include but are not limited to: review of planning and zoning applications, implementation and monitoring of the City's Comprehensive Plan and planning and zoning ordinances, preparation of City initiatives e.g., land use and zoning ordinance amendments, planning studies and affordable housing programs. Assists in the identification of issues/problems, research and data gathering, analysis of alternatives, and implementation of regulations related to land use and zoning, transportation, natural resources, future land use parks and recreation, conservation and coastal management and Federal and State housing programs. Involves communication with developers, engineers, design professionals, City administrators, regulatory agencies, and the public. Exercises independent judgment and initiative within assigned areas of oversight and fiscal functions. Performs related work as required.

**Responsibilities and Reporting During an Emergency Situation: If assigned, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working around the clock for several days on short notice.**

### SPECIFIC DUTIES AND RESPONSIBILITIES:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides financial and programmatic administration of the housing programs to enable the City to achieve the goals and objectives contained in the Housing Element of the Comprehensive Plan, the Consolidated Plan and the Local Housing Assistance Plan.
- Prepares, reviews or updates all required plan documents and reports on performance, participation, labor and financials for submission to the appropriate agencies. These policy documents generally require City Council review and approval.

- Develops, revises, evaluates and implements operational policies and procedures to ensure the City's program compliance with federal, state, local, and other related laws. These documents are not static in nature and need to be updated to reflect changes in lending, building, and the real estate market.
- Reviews/Approves/Monitors program compliance audits of state and not-for-profit agencies, including the Florida Housing Finance Corporation; participates in audits for high risk agencies and external audits.
- Serves as the primary City contact with sub-recipient contractors, Florida Housing Finance Corporation, and related agencies ensuring compliance with contract and federal regulations.
- Performs Quality Control/Assurance (QC/QA) and development of program regulations for the Residential Construction Mitigation Program.
- Researches and identifies additional housing program-related grant funding; completes or oversees completion of solicitation, application, schedules and related documents for federal, state, local or other and process for City Council approval in accordance with Administrative Regulations.
- Assists in research efforts, and reviews City initiatives that would advance community facility issues, such as: amendments to the City's Comprehensive Plan, the City's Land Use & Development Regulations, review of pending legislation, regulations, and project-specific reviews.
- Confers and/or represents City with City Council, community groups, Citizen's Advisory Board, Affordable Housing Advisory Committee (AHAC), non-profit agencies, the general public, etc., to provide and present information, identify goals and objectives for meeting community needs, and project feasibility for funding. Serves as the City representative on Lee County Continuum of Care Governing Board.
- Presents analysis and recommendations to the Planning & Zoning Commission/Local Planning Agency and the City Council on proposed amendments to the Land Use Development Regulations (LUDR's) as well as on standard zoning applications and any assigned work team programs, studies or related matters.
- Provides technical assistance to other departments, divisions, outside agencies and the public relative to current planning work team and housing-related issues. Answers inquiries regarding housing related programs, affordable housing programs, and grant related questions.
- Assists with Department budget preparation. Determines divisional funding needs, approves and submits budget to the Planning Manager, monitors adherence to controls, directs necessary adjustments and reallocations. Reviews allocations received from State of Florida and Department of Housing and Urban Development (and other grant sources) to determine expenditure amounts and timeline consistent with statutory or grant requirements. Prepares/reviews deposits, budget transfers, budget amendments and carryovers to be transmitted to the Department of Financial Services; reviews invoicing from sub-recipient/contractors; receipts and logs revenue generated or requests funds for deposit from the grant sources in the HUD Line of Credit Control Systems (IDIS/DRGR).
- Assists Planning Manager in developing strategic goals and objectives for the assigned work team of the Planning Division and monitors compliance.
- Collects data and prepares the housing portions of the Consolidated Plan, Action Plan, the Local Housing Assistance Plan (LHAP), and updates/amendments to the Housing Element of the Comprehensive Plan and the annual Consolidated Annual Performance and Evaluation Report (CAPER).
- Monitors project activity and progress toward meeting program goals.
- Prepares periodic program reports including quarterly financial reports, equal opportunity/fair housing reports, line of credit draw downs, public participation documentation, environmental review reports for each funded activity, request for the release of funds, and other reports as required for individual program compliance.
- Maintains liaison with various state and federal agencies to monitor legislation, administration rules and program regulations.
- Attends conferences, workshops, seminars and other meetings regarding the housing programs or projects.
- Performs record keeping tasks, and compiles reports regarding the City's housing programs and accounting activities.

- Coordinates planning staff reviews for P&Z/City Council public hearings and provides back up and support as needed.
- Interprets the LUDR and other housing-related documents or reports as required.
- Participates in overseeing and evaluating assigned personnel for performance efficiency and effectiveness; personnel actions of hiring, promotion, discipline, termination, training, and development.
- Initiates, coordinates and/or completes special projects, programs or reports as directed by the Planning Manager or DCD Director.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Performs other related duties and assignments as required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

- Bachelor's degree from an accredited college or university with course work in Public Administration, Urban and Regional Planning, Architecture, Economics, Geography, Engineering, Transportation and/or closely related field.
- Eight (8) years vocational experience in zoning and planning. AICP certification may substitute for two (2) years of experience.

### **Licenses or Certifications**

- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

### **OTHER JOB REQUIREMENTS**

- None.

### **PREFERRED QUALIFICATIONS**

- AICP certification.

## **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Local, state and federal statutes, codes, regulations, and ordinances pertaining to housing and community development programs, planning, related environmental regulatory practices and urban systems.
- Principles and techniques of housing, real estate, property and construction management and terminology, and urban planning theory.
- Finding sources and financing methods for housing development.
- Principles of budget development, evaluation, adherence and forecasting.
- Principles and practices of effective supervision, organizational structures, and leadership.
- Report and record maintenance principles and practices, including metrics and analytics.
- Research methods and techniques, and methods of presentation.
- Business English, grammar, punctuation and spelling; the application of such to a variety of formats and styles, and editing principles and techniques.

- Modern office support functions, office equipment and various computer programs and applications.

**Skill in:**

- Analysis and interpretation of data and information.
- Public speaking and public relations.
- Effective supervisory techniques.
- Written, verbal, electronic, and visual communications for effective expression and clarity.
- Planning, organization, prioritization, and time management.

**Ability to:**

- Learn Council's adopted rules, City Charter, Citywide administrative regulations, applicable Citywide departmental policies, Personnel Ordinance, Collective Bargaining Agreements and other regulatory documents as required to complete tasks and assignments.
- Learn municipal organization and function.
- Organize and review work for efficient results and accuracy.
- Interpret and implement strategies and relevant ordinances into planning functions.
- Convey a sense of authority and influence.
- Understand and manage highly complex, diverse projects or programs; and balance multiple assignments.
- Assemble, organize and present, in written and oral form, statistical, financial or factual information derived from a variety of sources.
- Relate and respond to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state and federal government agencies.
- Give and receive instructions and apply consistent courtesy and tact in public contact and/or confrontational situations.
- Adapt to performing under frequent deadlines, re-prioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Read and interpret various materials, including engineering plans and specifications ranging from moderate to complex terminology, associated with job functions.
- Understand and perform advanced mathematical skills, i.e., formulas, graphs, and charting principles.
- Create and maintain spreadsheets with moderate to complex formulas and graphs, presentations, and databases.
- Exercise high level of discretion with sensitive and confidential information processed.
- Perform duties independently with minimal supervision and review with emphasis in achieving results on City initiatives.
- Analyze and interpret problems, and draw conclusions.

## **MINIMUM STANDARDS REQUIRED:**

### **WORK ENVIRONMENT/ CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks are generally performed in a common office environment.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Tasks may require prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.

Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.