



CITY OF SANTA BARBARA
Revision Date: Oct 12, 2012

Housing Programs Specialist

Class Code:
1469

CLASS CONCEPT:

DEFINITION

Coordinate and provide a wide variety of highly responsible and diverse administrative, technical and support services to the affordable housing programs and staff while concurrently establishing and maintaining effective working relationships with other City Departments, outside agencies, program participants, developers, lenders, appraisers, escrow/title officers, attorneys and the general public. Monitor ever-increasing inventory of multi-family and single-family rental properties and owner-occupied affordable units for compliance with City, State and Federal regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Housing Programs Supervisor.

ESSENTIAL FUNCTION STATEMENTS-ESSENTIAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Respond to public inquiries orally and in writing. Explain policies and procedures of the City's Affordable Housing Programs; Answer concerns, resolve complaints in a courteous, efficient manner.
3. Perform technical and administrative duties in support of Housing Programs and ensure compliance with contract specifications and recorded property restrictions. Research, interpret and implement Federal, State and Local policies and procedures.
4. Perform all escrow activities, draw escrow instructions and documents. Review Purchase agreements, title reports, and terms of financing for refinance and resale transactions.
5. Perform financial credit analysis; interpret loan applications and other financial documentation to determine qualification of applicants. Interview, counsel, and evaluate loan/purchaser applicants. Recommend or deny subordination of City loans as per affordable housing policy.
6. Monitor progress of multi-family construction projects. Calculate and process payments to contractors, developers, and vendors.
7. Audit and monitor inventory of multi-family and single-family rental properties for compliance with financial/loan obligations, tenant qualifications and occupancy requirements in accordance with City, State and Federal regulations. Monitor and certify owner-occupied affordable units for compliance with affordability restrictions.

8. Audit and monitor HOME programs for compliance; calculate and process reimbursement payments to agencies; complete federal reporting requirements.
9. Conduct site visit inspections of housing projects to verify compliance with occupancy and physical maintenance requirements.
10. Provide direction to the Finance Department and loan servicing contractor regarding payment history, reconveyances, delinquencies, collections. Follow up on collections to obtain payments.
11. Collaborate with Community Development Programs Specialist to balance disbursements with HUD funding draw-downs; provide data to complete IDIS (HUD Integrated Disbursement & Information Systems) reports and research and submit statistical information required for the Consolidated Annual Performance & Evaluation Report.
12. Provide assistance to Housing Programs Supervisor, Housing Project Planner, Community Development Programs Specialist and others on a variety of matters, especially those that involve title issues. Provide support and input in the development and updating of housing programs policies and procedures. Design & implement developer covenants and marketing plans.
13. Organize and maintain computer databases using MS Access; design forms, queries and reports.
14. Calculate resale prices, amortizations and disbursements using a spreadsheet program such as MS Excel.
15. Draft and revise affordability covenants, promissory notes, Deeds of Trust, Truth in Lending, and related documents
16. Search County records for recorded documents affecting affordable properties and provide appropriate follow-up correspondence or documentation to ensure enforcement of policies
17. Oversee and direct enforcement foreclosure process from commencement to Trustee's Sale; prepare public notices, track progress, make payments and perform all duties as may be required including, but not limited to working with enforcement officers in eviction process.
18. Manage affordable residential property owned/acquired by the City. Prepare Rental Agreements, Purchase Agreements, respond to and negotiate resolution to requests from tenants and/or owners.
19. Train general contractors and/or their staff as to reporting requirements and documentation submissions required as per requirements of Federal Funding sources (Section 3). Track compliance.
20. Train general contractors and/or their staff as to reporting requirements and documentation submissions required as per requirements of State and Federal Prevailing Wage laws and regulations. Track compliance.
21. Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Legal aspects, principles and practices of real estate, real estate management, escrow procedures, and real property title, lien and foreclosure regulations with some experience or knowledge in urban planning.
 - Mortgage financing principles and practices.
 - Accounting principles and practices.
 - Residential construction methods, procedures, and materials.
 - Modern office procedures, methods, specific word processing, data base and spreadsheet computer programs and applications; skill in the use of computers and application software.
- Ability to:
- Communicate clearly and concisely, both orally and in writing.

- Prepare clear and concise reports. Draw and record legal documents.
- Show initiative, work independently in the absence of supervision.
- Oversee and train others as needed.
- Research, interpret and implement federal, state and local regulations.
- Analyze, modify and/or develop new procedures, policies and practices.
- Operate a personal computer and learn specific applications to maintain loan portfolios and originate financial reports.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing or sitting for extended periods of time
 - Operating assigned equipment.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment and vehicles

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least three years of increasingly responsible administrative experience including experience in the areas of real estate, escrow, loans, and/or coordinating affordable housing programs is highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in banking, business administration, finance, construction administration, public administration, housing, law, real estate or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a Notary Public certification within one year.

SUPPLEMENTAL INFORMATION: WORKING CONDITIONS

Environmental Conditions:

Office and field environment; conduct field inspections and work with computer and office equipment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for conducting field inspections, standing, walking, or sitting for prolonged periods of time and operating motorized vehicles.

CAREER PATH

This classification is part of the Housing & Human Services career path.

To learn more about career paths, please visit www.santabarbaraca.gov.

Last revised: 10/12