

CITY OF HAYWARD

HOUSING DEVELOPMENT SPECIALIST

DEFINITION

To perform moderately difficult professional level assignments in research, analysis, planning and implementation of housing development programs and housing finance assistance.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class responsible for professional duties related to the maintaining and expanding the supply of affordable housing in the City. Work involves responsibility for the application of professional knowledge and skills to effect research, analysis, planning and implementation of housing development programs and housing finance assistance. Requires the frequent use of independent techniques is required.

SUPERVISION RECEIVED

General supervision is provided by a higher level administrator.

SUPERVISION EXERCISED

Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Design, implement and monitor the success of housing programs for affordable housing.

Assist with the issuance of tax-exempt or taxable securities for housing development.

Negotiate and administer residential development agreements and regulatory agreements with developers seeking City financial assistance or other approvals.

Develop and maintain a system for monitoring of residential development agreements and regulatory agreements for compliance with local and funding source requirements.

Coordinate efforts of bond team members including financial advisers, bond counsel, underwriters, feasibility analysts, lenders and trustees.

ESSENTIAL DUTIES (continued):

Coordinate City efforts to identify affordable housing projects for funding that are aligned with Hayward's priorities and with other local, state and federal housing agencies priorities and requirements.

Provide technical assistance to developers, non-profit organizations and other public and private entities relative to sources of project funding and Hayward's Affordable Housing Ordinance to encourage development of affordable housing.

Analyze legislation for impact on programs and make appropriate recommendations.

Prepare staff reports related to assigned projects.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods used in structuring public security issues.

Principles and practices of governmental planning and zoning.

Principles and techniques of affordable housing development.

Federal and state housing legislation and programs.

Effective outreach techniques.

Public contact and community relations.

Data gathering and assessment techniques related to housing need, market conditions, development costs, etc.

Computer applications including word processing, spreadsheets and databases.

Ability to:

Evaluate developer proformas, budgets and financial statements.

Communicate clearly and concisely, orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective work relationships with a variety of stakeholders.

Interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development and finance.

Assist with negotiations and administration of a variety of complex legal documents, including financial development, and administrative contracts and agreements.

Maintain accurate records; prepare clear, concise reports and other written materials

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of recent progressively responsible professional experience in public development planning, public finance, housing development, business administration or management, including at least one year's specific experience in investment analysis.

Education: Graduation from an accredited college with a Bachelor's Degree in Planning, Economics or Business Administration, or related field. Graduate degree in appropriate field may be substituted for one year of experience.

Licenses: Possess and maintain a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

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PROBATIONARY PERIOD: One (1) year

T750 Housing Development Specialist

July 1986

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EEO Code: 04

FPPC STATUS: Designated

FLSA STATUS: Exempt