



MEMORANDUM

TO: CARYN GARDNER-YOUNG, ASSISTANT CITY MANAGER
FROM: FERLINE MESIDORT, NEIGHBORHOOD SERVICES ADMINISTRATOR
THROUGH: MICHAEL COLEMAN, DIRECTOR OF COMMUNITY IMPROVEMENT
JAMAE STEWART, ASSISTANT DIRECTOR OF COMMUNITY IMPROVEMENT
DATE: July 18, 2018
SUBJECT: Housing Property Coordinator

The City of Delray Beach (City) Community Improvement Department Neighborhood Services Division (NSD) manages and implements various programs utilizing Federal, State and local grant dollars that are designed to benefit low to moderate income residents and to improve the livability of neighborhoods throughout the City. Five (5) full time employees perform the services within the NSD of which one (1) is a Housing Property Coordinator (HPC). The HPC is responsible for:

- Assisting with the preparation of Federal, State and Local reports including grantee performance reports for programs administered by the Division;
- Assisting with Preparation of Annual and Local Housing Assistance Plan;
- Tracking the revenue and expenditures under federal, state and local programs pursuant to the approved annual plans and applicable regulations governing program funds, policies and procedures established by the City;
- Monitoring and reviewing Workforce Housing Trust funds ensuring compliance with City's ordinance;
- Assisting developer/property management in maintaining continued compliance; responding to customer/property management requests for information on available housing assistance programs.
- Conducting and advising potential homebuyers on mortgage pre-qualification, credit report and other requirements necessary to qualify for homeownership or rehabilitation assistance.

Although the HPC is an existing position within the City, the City is seeking funding of the position from the Community Redevelopment Agency (CRA). Upon analysis of the duties and time spent by the HPC, the City has determined that the HPC spends 50% of her time within the CRA boundaries. Therefore, the City feels that it is appropriate to request the CRA funding. For example, the HPC reviews all incoming applications from the Delray Beach Community Land Trust (DBCLT) that participate in the first-time homebuyer program as well as Curb Appeal and housing rehabilitation programs. The City has determined that applicants under these programs either live in the CRA area or are requesting housing within the CRA boundaries. Due to the changing economic environment, the demand from applicants to reside in areas located within the CRA has substantially increased and the City believes this will continue to increase. Thus, it will require the City to make a concentrated effort to divert resources towards the housing needs within the CRA.



Housing Property Coordinator

Class Code:
00338

Bargaining Unit: General Employees - Non
Bargaining

CITY OF DELRAY BEACH
Established Date: Apr 5, 2016
Revision Date: Dec 28, 2016

SALARY RANGE

\$22.61 - \$35.05 Hourly
\$47,028.80 - \$72,904.00 Annually

JOB DESCRIPTION:

Veterans' Preference Applies

EEO Statement

The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

Non-Smoking

The City of Delray Beach is a **Non-Tobacco Workplace**. The City will not consider applicants who have used tobacco or nicotine products for a period of at least three months prior to application for employment. The definition of "tobacco or nicotine products" includes but is not limited to, cigarettes, cigars, chewing tobacco, pipes, snuff, e-cigarettes and nicotine patches or gum.

This is advanced administrative work assisting the Neighborhood Services Administrator in implementing the City's programs associated with housing and community improvement. This work involves coordinating the affordable housing programs, such as the State Housing Initiative Partnership (SHIP) program, Residential Construction Mitigation Program (RCMP), and Housing and Urban Development (HUD) funded programs. The position will function within the Community Improvement Department and work is performed under the supervision of the Neighborhood Services Administrator.

ESSENTIAL JOB DUTIES:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Administer policies, procedures, and guidelines for housing programs and strategies including property rehabilitation, emergency repair, homebuyer assistance, new construction, home replacement, special housing needs, and other active programs.

mathematics. Knowledge of the unit and City's policies, procedures, practices and codes (if required). Ability to establish and maintain effective working relationships with employees and the public. Ability to communicate using speaking, hearing and visual skills. Ability to analyze a variety of administrative problems and to make sound recommendations. Must possess superb typing skills with speed and accuracy. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to communicate effectively in oral and written form. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

SUPPLEMENTAL INFORMATION:

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. The work environment characteristics described 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk, stand, bend, stoop and drive. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision, color and depth perception and the ability to adjust focus. Work performed in an office environment and in the field.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change.