



CLASS SPECIFICATION

Class Title: Housing Coordinator
Department: Community and Economic Development
FLSA: Exempt

Class Code: 7790
Grade: 22
Eff. Date: 7/11/2023

GENERAL PURPOSE

Under general direction of the Deputy Director, Economic Development, manages and implements affordable housing programs, monitors compliance and contract administration, facilitates affordable housing lending and development, and provides complex administrative support to the Community & Economic Development Department.

EXAMPLE OF DUTIES

Administers the Homeownership Assistance Program, including review of housing assistance applications, preparation of loan documents, working with lenders and title companies, collecting borrowers' information, performing home inspections, etc.

Creates and monitors federal and state contracts related to affordable housing programs and projects.

Coordinates with the U.S. Department of Housing and Urban Development (HUD), Utah Department of Workforce Services (DWS), the Office of Homeless Services (OHS), local service providers, and federal, state and local governments.

Identifies and develops strategies to preserve existing affordable housing properties.

Provides training and technical support to individuals and entities throughout the County to ensure compliance with federal and state rules and regulations, data collection and quality, use of best practices, and makes recommendations for improvement.

Works with a variety of stakeholders including service providers, health providers, social justice advocates, law enforcement agencies, affordable housing and community development organizations, and federal, state and local governments.

Works with stakeholders to establish Davis County as a HOME consortium.

Monitors budgets and contracts for assigned programs and/or projects.

Resolves high conflict items and responds to requests, issues or problems from stakeholders.

Creates reports, presentations, and analyses related to housing.

Stays informed about current best practices and regulations related to affordable housing and homelessness reduction and mitigation.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Bachelor's degree from an accredited college or university in Political Science, Social Science, Public Administration, Public Policy, Community Planning, Business, Economics or other related field, plus three (3) years of professional experience in lending, affordable housing administration, and/or federal and state housing programs or social service administration. An acceptable combination of related education and experience may be considered.

Preference for experience with multifamily affordable housing funding and underwriting mechanisms; HUD, the HOME program, Low Income Housing Tax Credit (LIHTC), other affordable housing programs, mortgage lending, Utah Real Estate Agent licensure.

2. **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: residential financial lending, multifamily affordable housing financing and development, the creation and monitoring of federal and state funding contracts, and demonstrated ability to create and provide training to a diverse group of stakeholders.

Skill in: advanced Microsoft Office products (Word, Outlook, PowerPoint and Excel) and applicable organizational and virtual communications software such as Zoom and Google, and other software applications.

This position will require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure a motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: implement various affordable housing strategies, including development, financing, entitlement, construction, preservation, public-private partnerships, and grants; communicate effectively; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

WORKING CONDITIONS

May be required to work on some weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**