

## City of Mission Job Description

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Job Title: **Housing Coordinator**



Classification: **Exempt**

Department: Community Development

Division:

Supervisor: Community Development Director

Effective: 03/01/2011

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### **I. JOB SUMMARY**

The individual is responsible for managing all facets of the City's Housing Assistance Program and any other state or federally funded housing programs, to include but not limited to assisting applicants to fill out application forms, verifying income and other eligibility criteria. Develops, amends policy as needed. Coordinates the Housing Assistance Program bidding process, pre-bid construction conferences, and bid openings with the Purchasing Department and prepares City Council agenda items. Prepares contract documents for building contractors. Coordinates awards and administers construction contract between the home owner and contractor. Will have daily contact with housing applicants and contractors. Will meet with suppliers, inspectors and city planners to ensure that all applicable codes are met. Must be able to prepare floor plans, prepare cost estimates and construction specifications, and maintain documentation on all housing rehabilitation, and reconstruction cases. Ensure the environmental review report is prepared for all cases, as well as any and all other program requirements. Conducts and documents periodic inspections of housing units under contract. Monitors the city's housing program, reviews all invoices, prepares draw down documentation and ensures that contractors are paid in a timely manner. Must monitor the City's Housing Assistance Programs budget to include the processing of pay request for contractors and other program participants. Ensures that all housing program files, contracts and other program documents are kept on files and are updated regularly. Prepares monthly reports on the programs overall progress to be presented to Citizens Advisory Committee and/or City Council. This position has no supervisory responsibilities. Individual will be assigned other duties as needed by the department head/supervisor.

### **II. EDUCATION REQUIREMENTS**

- High school diploma or G.E.D., with an Associate degree in building Trades or related field preferred, but not required.
- A minimum of two years experience in home construction and management and architectural design work.
- Working knowledge of construction, computerized design software, bookkeeping, and accounting procedures.
- Must be able to communicate proficiently in the Spanish and English language.
- Knowledge of Auto Cad or other computerized design software, Excel, and Microsoft Word.
- Must be able to type 40 wpm and have good filing skills.
- Must be proficient in working with personal computer, typewriter, ten key calculator, Internet, E-mail, and general office equipment.



### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two years.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to prepare cost estimates utilizing established industry procedures.
- Ability to work, direct and mediate with and/between the private contractor and the client.
- Ability to communicate effectively both orally and in writing to at least the 9<sup>th</sup> grade level.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to interpret city policy and procedures as related to the job position and communicate same to contractors, general public, and co-workers.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to develop and maintain a good working relationship with the supervisor and co-workers.
- Ability to schedule/supervise work activities enumerated in contract.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

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## **V. ESSENTIAL JOB FUNCTIONS**

- Coordinate, manage, all aspects of the city's housing assistance programs.
- Prepare and review floor plans with City Planner and City Inspector on proposed construction ensuring that zoning and building codes are met.
- Prepare bid specifications on work to be bid out. Prepare cost estimates.
- Coordinate Pre-bid construction conference and bid opening with Purchasing Department and in accordance with city policy and procedures.
- Conduct periodic inspections and prepare reports of each construction project, prepare monthly reports on overall progress reports of construction and budget status as required or directed by supervisor(s).
- Assist clients in the preparation of housing assistance applications, confirm client's eligibility and maintain the official waiting list of clients.
- Keep updated case files to include construction log, inspection history and environmental reviews.
- Ensure timely payments to contractors and maintain budget balances on all housing programs.
- Promotes and maintains communication with owners, contractor, public officials and other agencies.
- Monitor contractor's activity with regards to quality of materials, workmanship, and cleanliness of job site.
- Perform all job functions paying special attention to construction safety and city policies and procedures related to the job position.
- Prepare and maintain construction schedules for all new construction, repair, and/or maintenance projects.

## **VI. NON-ESSENTIAL JOB FUNCTIONS**

- Assist in setting up for CDBG Project announcements and other events when needed.

## **VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Telephone, Cell phone
- Two way Radio
- Video Camera
- Copy machine, Fax machine, Typewriter
- Personal Computer, Mouse, Keyboard
- Rulers, pens, Pencils, highlighters, Stapler
- Ten key calculator, Postage Meter
- Compact disc. & diskettes, Digital camera, Flashlight, Measuring tape
- Policy & procedure handbook
- City vehicle

**VIII. WORK ENVIRONMENT**

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Extreme heat (non-weather)		X		
Extreme cold (non-weather)		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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**X. PHYSICAL DEMAND ANALYSIS****MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>O</b>	Ream of paper. Floor to knuckle to replenish paper in copy machine.
	6-10 lbs	<b>O</b>	Monitor screen or printer to relocate within office. Lift video camera to video houses under construction.
	11-20 lbs	<b>O</b>	Box files to place in storage room.
	21-25 lbs		
	26-50 lbs		
	51-75 lbs	<b>O</b>	Lift objects when checking housing construction.
	76-100 lbs		
	Over 100 lbs		
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Ream of paper, floor to knuckle to replenish paper in copy machine up to 20"
	6-10 lbs		
	11-20 lbs	<b>O</b>	Monitor screen or printer to relocate within office up to 20"
	21-25 lbs	<b>O</b>	Box files to place in storage room.
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>O</b>	Cabinet drawer to access files
	6-10 lbs		
	11-20 lbs		
	21-25 lbs		
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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### NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
<b>CLIMBING</b>	<b>F</b>	When entering and exiting city vehicle.
<b>STOOPING</b> (bending at waist)	<b>O</b>	Pick up piece of paper on the floor.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Under desk to plug computer tower, and printer.
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Open a lower level cabinet drawer to access a file.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer tower, and printer.
<b>REACHING</b>	<b>F</b>	Partial to full arm extension at below waist, waist and shoulder level to retrieve a file or office supplies.
<b>TWISTING/TURN</b> (rotation)	<b>O</b>	Waist shoulder & neck levels up to 180 degrees. To retrieve files & office miscellaneous and while driving vehicle.
<b>HANDLING</b> (manipulated objects)	<b>O</b>	Hand write notes, type memos and answering telephone.
<b>STANDING</b>	<b>O</b>	Retrieve files, making copies of faxing documents.
<b>WALKING</b>	<b>O</b>	Access printer or to fax documents.
<b>SITTING</b>	<b>F</b>	By a desk to type or answer phones and when driving.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Typing memos, hand writing information, using telephone.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Files, telephone, and documents within office

**N-Never    O-Occasional 1-33%    F-Frequent 34-66%    C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date