

Summary of Duties: Plans, organizes, and directs the activities of a large staff engaged in the administrative, financial, and construction aspects of a grant-funded housing rehabilitation or production program; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An employee of this class is responsible for the overall management of housing rehabilitation or production programs in the Housing Preservation and Production Department and is responsible for the achievement of the program's technical, community relations, and production goals. Incumbents oversee the activities of a large staff of technical and professional employees engaged in planning and executing the housing rehabilitation or production programs. A Community Housing Programs Manager works with a minimum of supervision and is responsible for the work standards and performance of subordinates. An employee of this class reports to the Director of Housing and receives assignments in terms of broad objectives. The work is reviewed in terms of objectives accomplished.

The class of Community Housing Programs Manager is distinguished from a Rehabilitation Project Coordinator in that the duties involve the overall management of several housing rehabilitation or production programs, whereas a Rehabilitation Project Coordinator is responsible for the overall coordination of a specific housing rehabilitation or production program.

Incumbents in the class of Community Housing Programs Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Examples of Duties: A Community Housing Programs Manager:

- * Plans, organizes, and directs the activities of the overall housing rehabilitation or production programs;
- * Develops effective rehabilitation or production policies and procedures for the programs;
- * Develops policies and procedures for the financial aspects of the rehabilitation or production programs;
- * Develops and analyzes methods to ensure citizen cooperation and participation in the housing rehabilitation or production programs and related activities;
- * Identifies internal goals for the programs and develops methods for their achievement;
- * Directs the activities of the individual project staffs within the programs and monitors each project's progress toward the goals of the programs;
- * Establishes effective relationships with private lending institutions to gain their support of and

participation in the housing rehabilitation or production programs;

- * Maintains liaison with other City Departments, governmental agencies, and community organizations with an interest or involvement in housing rehabilitation or production activities;
- * Meets with City officials or their representatives or members of other public and private agencies to discuss issues that relate to the housing rehabilitation or production programs;
- * Represents the Director of Housing at meetings with representatives of public or private agencies;
- * Prepares budget recommendations for the housing rehabilitation or production programs;
- * Selects, trains, and supervises technical and professional employees engaged in the administrative, financial, and construction aspects of the rehabilitation or production programs;
- * Communicates equal employment/affirmative action information to employees;
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * The theory, principles, and practices of housing rehabilitation or production and subsidized rehabilitation or production programs;
- * Federal, state, and local laws and regulations governing housing rehabilitation or production and subsidized rehabilitation or production programs;
- * The major principles, practices, and techniques of budgeting, personnel administration, organization and management;
- * Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- * Techniques of training, instructing, and evaluating subordinates' work performance;
- * Techniques for counseling, disciplining, and motivating subordinate personnel;
- * Procedures for grievance handling;
- * Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;

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* Effective safety principles and practices;

A working knowledge of:

* The principles and procedures of home improvement or multi-family housing development financing;

- * The laws and regulations related to equal employment opportunity and affirmative action;
- * City personnel and administrative rules;
- * Safe office practices.

A general knowledge of:

- * Memoranda of understanding as they apply to subordinate personnel;
- * City personnel rules, policies, and procedures.

The ability to:

- * Plan, coordinate, direct, and review the activities of a large group of professional and technical employees engaged in administrative, financial, and construction activities;
- * Organize and manage technical and financial resources to achieve maximum efficiency and production;
- * Coordinate, at the community level, programs associated with housing rehabilitation or production activities;
- * Explain program procedures and objectives to appropriate private and public agencies, organizations, and individuals;
- * Prepare and present oral and written reports and recommendations of a budgetary, technical, or evaluative nature, clearly, concisely, logically, and convincingly;
- * Train and evaluate subordinate personnel and the ability to deal tactfully and effectively with representatives of governmental or community organizations, financial institutions, City officials, and the public.
- * Establish and maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

Four years of full-time paid housing rehabilitation or production experience, in a position at least at the level of Rehabilitation Project Coordinator, supervising employees administering a public or private housing rehabilitation, housing production, real estate or real estate financing program relating to community development activities is required for Community Housing Programs Manager.

License: A valid California driver's license is required.

Physical requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate

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them, and the specific qualifications for the job.

**As provided in Civil Service Commission Rule 2.5 and
Section 4.55 of the**

Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.