

# City of Kissimmee, Florida

## Classification Description

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Classification Title: Housing and Community Development Program Coordinator

Department: Development Services

Pay Grade: 23

FLSA Status: Exempt

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### General Statement of Job

Plans, develops and manages all Federal, State and locally funded programs for housing and community development which benefit primarily the low and moderate income residents of the City; specifically, Community Development Block Grant (CDBG), State Housing Initiatives Program (SHIP), and HOME Investment Partnerships Program.

### Specific Duties and Responsibilities

#### Essential Functions:

Prepares statement of objectives and uses of all federal, state, and locally funded housing assistance and community development programs.

Prepares and submits grantee performance reports and other required monthly, semi-annual, and annual reports for all housing programs.

Reviews and determines eligibility of requests for assistance submitted for participation in established affordable housing programs.

Qualifies applicants for the city's rehabilitation program and other housing programs.

Communicates with supervisor, employees, other departments, city officials, financial institutions, clients, the public, private/non-profit agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Prepares, processes, and maintains various records and forms including purchase requisitions and purchase orders, invoices, payroll records/time sheets, legal documents and court files. Coordinates real estate transactions.

Serves as liaison to other City employees, legal staff, advisory boards, court officials, businesses, state and federal agencies, and the general public; interprets and explains



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department policies and procedures; assists in handling inquiries and responding to complaints. Interacts with the public; provides information regarding housing programs.

Serves as staff liaison in coordinating the delivery of City programs and services with other departments and courts; staff liaison to Affordable Housing Partners, foster and maintain partnerships with local agencies, logs and processes related forms and records; coordinates changes in project schedules, priorities, and management directives; maintains department records and files.

Researches and prepares the division budget request and grant application forms; reviews financial reports; develops budget or grant summary reports; prepares action plans and subsequent amendments; monitors budget expenditures and revenues to ensure compliance with approved budget; maintains computer databases to track financial and programmatic progress. Prepares, negotiates, and manages agreements and sub-recipient agreements.

Compiles, tabulates, and summarizes information in completing records, lists, and forms related to accounting, budgeting, customer billing, and/or division operations.

Prepares reports and makes presentations at advisory boards and City Commission. Prepares City Commission agenda items.

Prepares site-specific environmental reviews, disbursement of funds and construction management for all CDBG, HOME, and applicable state and federally funded projects.

### **Minimum Education and Training**

#### **Skill Requirements:**

Completion of Bachelor's Degree with five (5) years of experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Progressive responsibility in housing, CDBG, HOME and SHIP community development entitlement grant programs. Well-developed communication, people, customer service and presentation skills are required. Strong project management skills and proficiency in MS Office also necessary. Must possess and maintain a valid state of Florida driver's license.



## Minimum Qualifications and Standards Required

Has considerable knowledge of the policies, procedures, and activities of the City and of departmental practices as well as applicable federal, state and local laws as they pertain to the performance of duties relating to the position of Housing and Community Development Program Coordinator.

Has the knowledge, experience, and ability to perform professional administrative tasks to plan, develop and manage all Federal, State and locally funded programs for housing and community development activities conducted by the City. Has a thorough understanding of budgetary management concepts and is able to effectively prepare and manage program budgets. Is knowledgeable in administering the CDBG, SHIP, and HOME entitlement programs, and ensure compliance with all rules, regulations, and laws effecting the administration of these programs. Has comprehensive knowledge of the terminology, principles, procedures, and methods as they pertain to departmental operations and activities.

Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Is able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations. Is able to read, understand, and interpret various reports and related materials.

### **Physical Requirements:**

Tasks require the ability to exert light physical effort in sedentary to light work, requires walking or standing occasionally on uneven terrain and requires on visits to construction sites. May involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

### **Responsibilities:**

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.



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Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

### **Working Conditions:**

Works primarily in an office environment but sometimes requires visiting construction sites.

### **Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

