

City of Capitola

HOUSING AND REDEVELOPMENT PROJECT MANAGER

GENERAL PURPOSE

The Housing and Redevelopment Planner manages and administers activities related to affordable housing and community development, including housing redevelopment planning and implementation activities. Affordable housing activities include those related to the Community Development Block Grant (CDBG) and HOME affordable housing programs, the RDA Low and Moderate Income Housing Fund projects and activities, the Inclusionary Housing Ordinance, and other affordable housing funding programs. Other housing activities include those related to redevelopment, planning and carrying out capital improvement, economic development, and affordable housing projects and activities of the Agency, such as Plan Amendment activities, writing and updating Implementation Plans and Housing Strategies, providing assistance to advisory bodies and committees, preparing grant applications and administering grants, assisting with implementation of projects and activities, coordinating with other agencies and service providers, administering contracts, first line preparation of the City housing budget and assisting in the housing budget and administration process.

SUPERVISION RECEIVED

Reports to and works under the general supervision of the Community Development Director/Deputy Executive Director, and must be able to act independently

SUPERVISION EXERCISED

Provides supervision of contract employees and technical consultants. May provide guidance to Counter/Records Technician; may supervise interns.

OVERTIME STATUS

This class is designated as professional, and exempt from FLSA overtime requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compile information and prepare other materials required by various types of grant applications. Administer various types of grants, such as compliance with federal and state overlay requirements, budgeting and tracking expenditures, contract negotiations, preparation and administration of grants, and status report/reimbursement request preparation.

Use a computer to prepare written reports including agenda staff reports, to conduct financial and other quantitative analyses, to generate maps and exhibits, and to input and retrieve land use and loan/grant tracking and monitoring information.

Work closely with Planning, Public Works, Finance and other staff, as well as program participants, contractors, property owners, business owners and the public, to develop and implement redevelopment projects and activities.

Respond to public inquiries regarding Capitola affordable housing, redevelopment, and other grant- and redevelopment-funded programs and projects. Coordinate and provide information to developers, realtors, civic and business groups, citizen and neighborhood groups, advisory groups, other city departments, state and federal agencies, officials from nearby jurisdictions, and the general public.

Acts as primary City liaison to other departments, County officials, regional entities, and state and federal agencies on matters related to affordable housing. Works with agency officials, elected officials, developers, and advocacy groups to develop policies or ordinances to encourage effective housing programs and development.

Manage scheduling, public noticing and preparation of agendas, staff reports and minutes for advisory committees or decision-making bodies as assigned.

Conduct environmental review and prepare required CEQA and NEPA documents, and other required federal and state overlay compliance documents and activities.

Performs complex administrative and management duties related to housing, including: administer the City's Inclusionary Housing Ordinance and its associated Housing Trust Fund; monitor a fee collection program, preparing participation agreements and deed notices, setting sales prices, monitoring sales transactions and long-term residency, and resale of affordable units; manage grant and loan contracts with HUD, CDBG, and the City RDA Housing contracts; develop and administer the housing budget;

Present oral reports and recommendations to the City Council, advisory and decision-making bodies and other groups as required.

Act as a liaison to entities carrying out affordable housing, redevelopment and other grant-funded activities within the City of Capitola and Redevelopment Project Area, including but not limited to the Housing Authority of the County of Santa Cruz, California Department of Housing and Community Development (HCD), the Regional Transportation Commission, AMBAG, the Monterey Bay Area Air Pollution Control District, the Coastal Conservancy, affordable housing developers, and affordable housing service providers.

Conduct research and assist in the evaluation of proposals and preparation of reports and recommendations on affordable housing, redevelopment, economic development and other activities, such as subordination requests, new programs and proposals for activities, implementing ordinances, and so forth.

Develop and maintain appropriate loan/grant monitoring systems, to ensure long-term compliance with program requirements.

Conduct annual compliance reviews and prepare reports on programs, per Federal, State and local regulations.

Monitors legislation and programs relative to affordable housing and redevelopment, and makes recommendations for appropriate action.

Develops and Manages the City's housing program budget including redevelopment housing set aside funds.

Is the key staff member responsible for the General Plan Housing Element. This includes: managing and tracking preparation of annual reports to HCD, Housing Element Updates, and implementing the Plan including code amendments.

Manages Redevelopment Agency's Implementation Plan housing requirements and strategy, including monitoring and reporting Agency's replacement housing and inclusionary housing obligations, and the low- and moderate-income housing fund expenditure requirements.

Perform related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree in city planning, business administration, or a related field from an accredited college or university, and three (3) years of practical experience related to affordable housing, redevelopment, planning, for a non profit or private sector agency or two years public sector work in housing. A Master's degree in Business or Planning or related field may be substituted for one (1) year of the required experience.

(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of:

Knowledge of the principles and practices of public agencies.

Working knowledge of affordable housing, redevelopment, and grant administration practices.

Knowledge of and ability to apply various State and Federal laws related to planning activities with an emphasis on housing such as redevelopment, planning, environmental review, affordable housing, and economic development.

Knowledge of computers and electronic word and data processing; modern office practices and procedures.

(B) Skill to:

Proficiently learn and operate listed tools and equipment.

(C) Abilities:

Ability to read, learn, understand and carry out activities in compliance with California Redevelopment Law and other laws applicable to City of Capitola redevelopment activities.

Ability to read, learn, understand and comply with grant application and grant administration requirements, including federal and state overlay requirements, budgeting and tracking expenditures, contract preparation and administration, and status report/reimbursement request preparation.

Ability to plan, prioritize, schedule and direct varied activities, projects and long-term work programs.

Ability to establish and maintain harmonious, effective and appropriate working relationships with other city staff, management, elected officials, various agencies, and the general public.

Ability to work independently, organize information, and efficiently prioritize and complete work.

Ability to write clear and comprehensive reports, and comply with status report submittal deadlines associated with various grants and with Redevelopment Law.

Ability to perform thorough research and analysis related to preparation of grant applications, including quantitative and statistical analysis.

Ability to analyze issues, information and data, and develop appropriate recommendations for action.

Ability to track revenues, expenditures and long term loans and other obligations due to the City related to housing programs; and, prepare and administer related budgets

Ability to use a computer and learn various word processing, database, spreadsheet, permit tracking, and GIS computer software programs.

Ability to make clear and effective oral presentations to the City Council, advisory bodies, decision makers, members of the public, and community groups.

Ability to interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous and effective manner, while providing accurate information regarding city affordable housing, redevelopment, economic development, and other activities.

Ability to follow and give oral and written instructions, including following city administrative and personnel procedures.

SPECIAL REQUIREMENTS

Possession of at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, database, GIS, spreadsheet; telephone, pen/pencil, calculator, postage machine, fax machine, copy machine, motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor/field work is required, primarily to attend city work site and off-site meetings.

While performing the duties of this job, the employee is frequently required to stand or sit, drive a motor vehicle, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee must frequently retrieve files, and must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, for detailed computer work, reading, and field work. The noise level is usually moderately quiet.

SELECTION GUIDELINES

Formal application, assessment of education and experience; oral interview and reference check; job-related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 2-8-2007