

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Community Housing Associate
CLASSIFICATION: **Grade 12 to 14**
REPORTS TO: Housing Department Head

TYPE OF WORK:

Works under the general direction of the Housing Department Head. Responsible for providing community development administrative and technical assistance to UERPC and its individual member cities and counties. This position works primary with federally funded programs designed to assist low income homeowners and first-time home buyers with housing rehabilitation projects within a five-county region served by Upper Explorerland Regional Planning Commission (UERPC).

DUTIES:

- Assist in all aspects of administering grant programs within the Housing Department, including, but not limited to, including, but not limited to, Community Development Block Grant (CDBG), HOME Program, Northeast Iowa Regional Housing Trust Fund (NEIRHTF) and Federal Home Loan Bank.
- Conduct marketing for programs through a variety of mediums and work with other agencies (banks, realtors, community action, funding agencies, architects, engineers, etc.) to coordinate services.
- Process program applications in a timely manner
- Update and maintain general and individual participant's information files
- Attend evening city council and informational meetings as directed.
- Track past program participant files for mortgage releases dates and prepare releases
- Conduct housing surveys and research and compile demographic and environmental data as requested
- Assist with grant applications, completing environmental reviews and submitting public notices
- Complete and submit lead clearance tests and necessary reports
- Provide committees with program/project updates as required
- Conduct pre and post construction home inspections
- Assist in management of the procurement process and preparing bid documents
- Prepare contractor work specifications, bid documents, contracts, contract conditions and contract assurances.
- Process requests for payment and complete project close-out including mortgage filing, disposition of funds, warranties, lien waivers, owner satisfaction, and final payment.
- Assist with program coordination including routine financial and program management reports
- Prepare State Historical Preservation Office (SHPO) clearance requests.
- Prepare, update, and maintain required reports for regulatory agencies.
- Provide local governments, citizens and interested groups with information regarding technical assistance provided by UERPC.

- Develop and maintain a working knowledge of federal and state program regulations, funding opportunities, and other relevant technical assistance topics.
- Periodically attend training sessions and/or obtain certifications to improve effectiveness as a staff member of UERPC.
- Other duties as assigned by the Housing Department Head.

QUALIFICATIONS:

- Graduation from two-year or four-year college with relevant coursework or an equivalent combination of training, education, and experience is preferred.
- Ability to demonstrate good interpersonal, active listening and customer service skills.
- Possess and utilize written skills with demonstrated grammar and professionalism in business correspondence and reports to file.
- Ability to organize work, determine priorities and meet deadlines.
- Ability to work harmoniously with co-employees including managers and interact with the general public in a tactful and courteous manner.
- Ability to professionally present information and respond in one-on-one or group settings.
- Ability to maintain a valid driver's license and be insurable under UERPC's insurance policies.
- Must be willing to obtain and maintain certification as a lead sampling technician and Home Inspector.
- Requires extensive knowledge of computer operations and program specific software, including technical knowledge of operating system, word processing, electronic spreadsheets, Excel, databases, and other software applications as necessary.

WORK ENVIRONMENT:

The Community Housing Associate position operates in a professional office environment with a moderate noise level. This position requires assignments outside and at off-site and locations that may include exposure to very hot or cold temperatures and unsanitary, infested and unsafe conditions. In the course of working with the public, this position may encounter aggressive or violent behavior on a limited basis.

PHYSICAL DEMANDS:

This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, calculators, filing cabinets and fax machines is required. While performing the duties of this job, the employee is regularly required to talk and hear, and occasionally operate a motor vehicle. The employee is routinely required to stand, sit, kneel, bend, stoop, climb, crouch, use hands to finger, spend time making repetitive motions, handle or feel, reach with arms and hands, and lift to 10 pounds. Requires close visual acuity to complete home inspections.

TRAVEL:

This position requires travel to client locations, agency offices and off-site meetings. Minimal overnight travel is required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute either a contract of employment or later my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

Date

Immediate Supervisor

Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.