

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Community Housing Assistant
CLASSIFICATION: **Grade 11**
REPORTS TO: Housing Department Head

TYPE OF WORK:

Works under the direction of the Housing Department Head. Responsible for providing community development, administrative, and technical assistance to Upper Explorerland Regional Planning Commission (UERPC) and its individual member cities and counties. Assures compliance with local, state and federal codes and standards. Assist in the coordination, implementation, and evaluation of all housing programs (CDBG/HOME/Housing Trust Fund/ Section 8) administered by UERPC.

DUTIES:

- Provide daily reception in the Postville location to include answering agency phones; directing calls; promptly delivering phone messages and faxed documents; greeting customers/clients.
- Provide technical information to local governments, citizens and interested groups on available housing and housing programs and regarding housing improvement planning.
- Responsible for management of two apartment complexes in Postville and Calmar Apartments- including application processing, rents, deposits, monthly inspections, lease, vacancy, and maintenance issues.
- Obtain, open, and distribute all agency mail each morning and prepare outgoing mail and deliver at end of each day. Purchasing postage and stamps for in-office use.
- Perform financial functions for UERPC Housing, Northeast Iowa Housing Trust Fund, RHA including monitoring and processing of payments, and recording deposits.
- Point of contact with Northeast Iowa Clerk's Association-set up meetings, take minutes and other as directed by Executive Director.
- Serve as secretary for the Regional Housing Authority (RHA) and Trust Fund programs- complete minutes, post agendas, quorum assurance, and publication of meeting minutes. Coordinate other meetings as directed by Department Heads.
- Compiles and maintains mailing lists and distribution lists. Maintains brochure rack.
- Assist with depositing of receipts and posting of payments to appropriate ledgers as assigned.
- Assists with year-end audit document preparation as directed.
- Serves as point of contact for copy machine maintenance, office maintenance and Verizon phone services and assists with equipment inventory as directed by Executive Director.
- Schedules maintenance work on Postville office vehicles.
- Compile requested demographic and environmental data using internet searches and relevant databases.
- Prepare, maintain, and update required reports for regulatory agencies specific to housing programs and other reports as assigned.
- Assist with income and windshield surveys.
- Process client files in a timely manner.
- Update and maintain general and individual participant's information files specific to housing programs.
- Ability to work with individuals from a diverse range of backgrounds.
- Work with partner agencies (banks, realtors, Community Action, USDA-RD, Architects, Engineers, etc.) to coordinate services.
- Attend city council meetings and other meetings, as necessary.
- Periodically attend training sessions to improve effectiveness as a staff member of UERPC.
- Other duties as assigned by the Housing Department Head and Executive Director.

QUALIFICATIONS:

Graduation from two-year college or an equivalent combination of training and experience in administrative or clerical.

Excellent written and oral communication skills to promote the services of UERPC effectively and positively to the public. Proficiency in the operation of general office equipment and a working knowledge of office software including Microsoft Office (Word, Excel, Publisher, Power Point). Ability to keep current with technological changes.

Ability to follow written and oral instructions; must be able to work independently and willing to take on added responsibility as needed; ability to work with and for the general public.

Must possess a valid driver’s license and be insurable under UERPC’s insurance policies.

WORK ENVIRONMENT:

The Community Housing Assistant position operates in a professional office environment with a moderate noise level. This position requires assignments outside and at off-site locations that may include exposure to very hot or cold temperatures and unsanitary, infested, and unsafe conditions. While 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 up to 10 pounds. Requires close visual acuity to complete general inspections of rental units.

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 nor later my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

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.