

REDEVELOPMENT & HOUSING ANALYST I/II

DEFINITION

Develops, implements and monitors affordable housing, redevelopment, and community development activities, including those funded through CDBG, HOME and other federal and state grants, and performs a variety of highly specialized administrative work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Redevelopment Manager or designee within a broad framework of policies and objectives. The Redevelopment & Housing Analyst I is an entry level position and will perform the most basic and routine tasks to assist the department. The Redevelopment & Housing Analyst II is a journey level position and will perform responsible and complex technical assignments in support of the department. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Explains, interprets and analyzes redevelopment and affordable housing policies and regulations for the public. Implements and interprets the local, state and federal legislation on redevelopment and inclusionary housing policies. Plans, and organizes redevelopment project activities including land acquisition, real estate financial analysis Provides information to housing developers regarding compliance with regulatory agreements for residential projects. Negotiates complex agreements and policies related to redevelopment and affordable housing, effectively soliciting the input of developers, affordable housing advocates, and other stakeholders. Manage housing consultant contracts. Reviews proformas and financial assistance options. Evaluates requests for loans and grant financing and bond issuances for projects leading to funding recommendations. Coordinates and facilitates the development of affordable subsidized and inclusionary housing in the Spring Lake Specific Plan area, as well as infill sites throughout the City. Manages and monitors affordable housing program (all inclusionary units) for rental and for sale properties. Administers the City's Community Development Block Grant Program including funded activities. Prepares state and federal grant applications and assists in locating alternative funding sources for community development activities and completes all related reporting. Administers projects and programs funded by the State HOME Program and other State and Federal funding sources, including contract management and long-term compliance monitoring. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Assists in the planning and administration of the Redevelopment Agency tax increment and housing set-aside funds. Researches and analyzes technical and statistical data to implement goals, objectives and policies of the Redevelopment Plan and Housing Element and makes recommendations to improve program activities. Prepares and presents staff reports to a variety of audiences. Coordinates with the Finance Department in preparation and administration of the Redevelopment and Housing Program budget and maintenance of affordable housing program portfolio. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal organization. Regulations and laws related to assigned areas of responsibility and redevelopment law. Principles and practices of inclusionary housing as it relates to housing programs. Methods of public and private financing. Budget administration practices. Research techniques, sources and availability of information and methods of report presentation.

Ability to:

Coordinate and administer various housing programs. Communicate clearly and concisely, orally and in writing. Establish and maintain effective working relationships with others. Plan, organize and schedule projects and responsibilities. Obtain grant funding and develop City's annual Community Development Block Grant Program.

Minimum Education and Experience:

Redevelopment & Housing Analyst I & II -

Education:

Bachelor's degree from an accredited college or university with major coursework in community development, planning, public or business administration, economics or related field.

Redevelopment & Housing Analyst I

Experience:

One year of responsible work experience in housing, community development, redevelopment, public administration, or a related field is preferred.

Redevelopment & Housing Analyst II

Experience:

Two years of professional work experience in housing, community development, redevelopment, public administration, or a related field.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: January 8, 2008