



City of Pacific Grove
Established Date: 12/18/2013

HOUSING PROGRAM COORDINATOR / CODE COMPLIANCE OFFICER

SUMMARY: Under general supervision, supervises and coordinates the City's housing programs and municipal code compliance program for the Community Development Department (CDD).

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Administers and coordinates housing rehabilitation programs funded by the U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (CDBG), and California Housing Finance Agency (CalHFA); performs a variety of technical and administrative duties to provide eligible recipients with grant funds that can be used to repair and rehabilitate homes, and expand affordable housing opportunities; ensures compliance with funding agency requirements and reporting standards.
- Manages housing programs, monitors program compliance standards, surveys program participants and service providers, and ensures that appropriate services are provided to eligible participants; works independently, and makes appropriate decisions based on work experience.
- Researches and develops applications for program funding opportunities and projects; monitors activities of grant funded programs to ensure the technical requirements of the participating agencies are met.
- Monitors housing programs to ensure compliance with federal regulations, contracts, agreements, and CDD standards, goals, and policies; prepares and manages budgets and records of activities, and submits activity and financial reports to document program services provided.
- Coordinates and administers comprehensive code compliance program to enforce City Municipal Code; conducts inspections and investigations on complaints, notifies and cites offenders, maintains case files, compiles evidence for hearings, and resolves complaints.
- Conducts outreach programs and public meetings to promote housing and code compliance programs.
- Supervises assigned staff; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work and evaluates performance; reviews the work of assigned staff to ensure the work quality and timely completion of assigned duties and responsibilities.
- Assists the public with inquiries and problems on a wide range of housing program and municipal code questions, zoning and land use issues, and fee requirements.
- Maintains and updates a variety of records, case files, and computer databases; tracks and schedules CDD activities; compiles data for activity reports.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Social Science, Business or Public Administration; AND five years of community development, housing programs, code enforcement, or urban planning experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Federal, state and local rules and regulations governing community housing, code enforcement and building safety regulations, and neighborhood redevelopment, including CDBG and CalHFA performance standards and procedures, and Pacific Grove Municipal Code.
- Community service agencies and other local assistance programs.
- Grant-funded project management accounting systems and documentation standards.
- Public housing program development and administration practices, procedures and regulations,
- Program, project, budget, and contract management techniques.
- Research techniques and resources for housing and code compliance regulations.
- Record keeping and file maintenance principles and procedures.
- Public relations and customer service methods and techniques

Skill in:

- Interpreting and applying city, state, and federal statutes, ordinances, codes, and regulations.
- Interpreting HUD and CDBG documents and program regulations.
- Interpreting and applying building and safety standards, and city land use and housing regulations.
- Researching and analyzing the factors and components affecting community planning projects.
- Supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Reviewing financial and technical documents for completeness and accuracy.
- Preparing technical reports and recommendations
- Reviewing, updating and maintaining files, reports and documentation for grant programs.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Establishing and maintaining effective relationships with state and federal agencies, public service organizations, stakeholders, and community leaders.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.