



# City of Phoenix

## HOUSING DEVELOPMENT SPECIALIST

JOB CODE 08730

Effective Date: 05/93A

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to perform work in the planning and development of affordable and assisted housing and related programs. Work involves conducting planning and feasibility studies for affordable housing development and rehabilitation, and neighborhood redevelopment. Incumbents prepare and implement funding proposals and coordinate efforts to fulfill program requirements. A higher degree of expertise in assisted and affordable housing development, the ability to work more independently, and the complexity of projects assigned distinguishes this classification from the Housing Development Assistant. Housing Development Specialists work under the general supervision of the Housing Development and Modernization Administrator or Housing Development Manager, who reviews work on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Performs responsible administrative work involving program development, evaluation, research, public information, and management assistance functions for the Neighborhood Improvement and Housing Department;
- Participates in strategic planning for assisted and affordable housing programs;
- Prepares program applications for financial assistance and participates in negotiations with funding sources;
- Performs feasibility and preconstruction planning for subsidized housing construction and rehabilitation, neighborhood and area redevelopment, and target area planning;
- Develops and writes public service announcements, program brochures, flyers, fact sheets, and cover letters to disseminate public information;
- Conducts studies and collects data to determine the availability of resources for funding current or new programs, and writes reports;
- Responds to Council requests for information by submitting written reports or making oral presentations;
- Submits proposals for the allocation of program resources;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles of subsidized housing development, urban renewal, housing rehabilitation, and neighborhood revitalization.
- Urban housing and community development planning.
- Research techniques, methods and procedures.

Ability to:

- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Enter data or information into a terminal, PC, or other keyboard device.
- Interpret and apply federal, state and local ordinances, laws and regulations related to housing and community development programs.
- Work cooperatively with other City departments, other governmental agencies, private organizations and the public.
- Collect, analyze, interpret, and report demographic, economic, and other research data.
- Make significant decisions and exercise resourcefulness in resolving new problems.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**



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Three years of experience in housing and community development or planning, and a bachelor's degree in urban planning, business or public administration, urban studies or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.