

## **CITY OF FONTANA HOUSING DEVELOPMENT MANAGER**

**DEFINITION:** Under general direction from the Housing and Business Development Director, oversees development, pro-active implementation and ongoing administration of the City's comprehensive Housing Program. Exercises direct supervision over professional, technical and clerical staff.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Develop and oversee administration of the Homeownership Assistance Program, the Multi-Family Revitalization Program, the In-fill Housing Development Program and other housing projects/programs which are beneficial to the goals and objectives of the City.
- Negotiate, implement and oversee administration of complex Disposition and Development Agreements (DDA) and/or Owner Participation Agreements (OPA) for selected residential development projects located throughout the Community.
- Facilitate the purchase of selected commercial and residential properties located throughout the community, including negotiation of price and terms, coordination of escrows, review of title information/property appraisals and administration of fund disbursements.
- Oversee implementation of the Housing Affordability Plan and administer a comprehensive program for annual/monthly monitoring of all development related agreements.
- Conduct and Prepare a variety of studies and reports as related to demographic, economic, regulatory and environmental issues of a project; recommend revisions to programs, policies, and procedures.
- Oversee development and administration of the Department Budget.
- Prepare and/or review cost estimates/financial documentation (including pro-forma's) in conjunction with various housing development projects; monitor and control expenditures.
- Prepare City Council action reports and agenda items; make presentations to the City Council, and other boards, commissions and community groups.
- Pursue Federal, State and local funding sources necessary to implement and/or expand existing programs, projects and activities.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily

activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and Practices of Housing Program Development and Administration.
- Federal, state, county and local policies, procedures, laws and regulations affecting housing programs.
- Research methods, techniques and practices.
- Principles and Practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

**Experience:** A minimum of four (4) years of increasingly responsible experience in housing program development and administration

**Education:** A Bachelor's Degree from an accredited college or university with major coursework in urban planning, public administration or a closely related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.