

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

HOUSING AND COMMUNITY DEVELOPMENT ASSISTANT

Civil Service Status: Open Competitive	Bargaining Unit: General Employees' Association
Probationary Period: One Year	Approved by City Council: 6-1-09
Classification Series: Community Development	Resolution No.: 2009-64
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Housing and Community Development Manager, this mid-management position performs professional and administrative activities to assist in the implementation of the City's Housing and Community Development and/or Redevelopment programs, projects and services; assists the City and its Community Development Commission in affordable housing development and rehabilitation through the implementation of Community Development, Redevelopment, CDBG, HOME, Housing Set-Aside and other programs and projects; and performs related duties as assigned.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in the implementation and monitoring of community development, redevelopment and affordable housing activities; assist in analyzes the feasibility of development projects and coordinates program and project implementation;
- Assist in the preparation of budgets, cost estimates, bids, contracts, correspondence and other documents relevant to housing and community development and redevelopment programs, projects and processes; assist in the preparation and presentation of reports;
- Assist in the implementation of a variety of housing and community and/or redevelopment programs and projects; performs research regarding housing and economic conditions and trends in the local area; makes recommendations for programs and activities based upon this research;
- Assist in the preparation of presentations and/or reports to City Council, City Manager and community groups;
- Assist in the coordination of activities with technical and professional consultants, contractors and City Staff; responds to inquiries and provides information to the public and to other agencies and organizations;
- Assist in the implementation of special projects, including those funded with Low-mod Set Aside, CDBG and HOME funds.
- Assist in the coordinates activities with other departments; and in representing the City in meetings with representatives of developers, community organizations, governmental agencies, and the public;
- Assist in monitoring legislation and developments related to housing and community development and/or redevelopment matters;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;

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- Assists in designing and implementing long and short-range community and/or redevelopment programs;
- Assists in preparing and monitoring departmental, program and project budgets;
- Maintain the confidentiality of privileged information, which he/she may be exposed to during the course of duties;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of housing, community development and redevelopment programs;
- Real estate economics;
- Residential development, redevelopment and rehabilitation;
- Contract administration;
- Techniques of program monitoring and municipal budgeting;
- Federal, state and local housing and community development laws, rules, regulations and program requirements;
- Techniques, and trends affecting housing and community development and/or redevelopment in the state and local area;
- Statistical methods and research techniques; methods and techniques of training;
- Applicable federal, state, and local laws, codes, and regulations;
- Principles of grant application and proposal preparation; municipal and project related budgetary principles and practices;
- Modern office procedures, practices, and equipment;
- Methods and techniques for record keeping and report preparation and writing;

Skills:

- Operate an office computer and a variety of word processing, spreadsheet, and software applications, including, graphic and presentation programs.
- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application including graphs and presentation programs;

Ability to:

- Assist in the implement housing and community development and/or redevelopment programs, policies and projects;

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- Assist in analyzing complex issues and problems, evaluate alternatives, and recommend practical solutions;
- Interact effectively with developers, non profit organizations, housing constituencies and the general public;
- Respond in a timely and accurate basis to public inquires in a courteous and professional manner;
- Handle confidential information with discretion;
- Attend evening meetings, including City Council and other agency meetings as required;
- Communicate clearly and concisely, both orally and in writing;
- Assume responsibility for providing effective customer service;
- Establish and maintain smooth and effective working relationships;
- Effectively handle irate customers;
- Work overtime as requested;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Urban Planning, or a closely related field.

Experience:

One (1) year of responsible housing and community development experience, preferably with a government agency including one year of supervisory experience

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.