

CITY OF SANDUSKY POSITION ANNOUNCEMENT

Housing Development Specialist Department of Community Development

The City of Sandusky is accepting applications for the position of Housing Development Specialist. The person in this position will perform a variety of duties with the purpose of addressing the housing development needs of the City through linking resources to existing homeowners, prospective purchasers and tenants and working with external stakeholders and developers to create an environment conducive to attracting new housing development and rehabilitation and preservation of existing housing stocks. The ideal candidate for this position will possess a Bachelor's degree in business administration, accounting, public administration, development, planning, urban development, construction, real estate marketing or an equivalent level of education, experience and training will be considered.

Applications and position descriptions can be obtained at:

<http://www.ci.sandusky.oh.us/administrative/job-announcements.htm>

A completed application and resume should be submitted to the City of Sandusky, Department of Administrative Services, Attn: Connie S. Nicholson @ cnicholson@ci.sandusky.oh.us or 222 Meigs Street, Sandusky, OH 44870.

Application Deadline: The initial review of applications will be April 2, 2018 and will continue until the position is filled.

JOB DESCRIPTION

**Housing Development Specialist
Pay Range – A4
Department of Community Development**

Job Title: Housing Development Specialist

Reports To: Chief Development Officer

Supervises Directly: None

Supervises through subordinates: None

Purpose for the Position:

To address the housing development needs of the City through linking resources to existing homeowners, prospective purchasers and tenants and working with external stakeholders and developers to create an environment conducive to attracting new housing development and rehabilitation and preservation of existing housing stocks.

Essential Responsibilities:

Implements and manages the Community Development Capital Fund programs (i.e. Housing Development and Beautification programs) including but not limited to new housing unit subsidies, exterior home repair and landscaping assistance, and downpayment assistance. Activities include but are not limited to the following:

- Marketing of programs and offerings to property owners, homeowners, developers, tenants, realtors, lenders, title companies and other parties associated with the arena of housing development and improvement.*
- Review of applications for grant/loan assistance.*
- Assisting each successful applicant with funding disbursement and remain engaged via project inspections to ensure terms of grant agreement are being met.*
- Maintains internal financial reporting as part of program administration*
- Annually reviews accomplishments and impact of housing programs and recommends updates to housing development program guidelines and applications.*

Promotes and oversees, in partnership with the Economic Development Specialist residential community reinvestment area tax abatement program including promotion of the program, application review and annual monitoring. This also includes preparing appropriate project summaries for new tax abatement requests for review and consideration by the Tax Incentive Negotiating Committee when applicable.

Research statistical and demographic data to analyze best means of attracting and retaining residents.

Maintains, either internally or through partners, an inventory of available land, parcels and buildings for sale or lease in order to market sites and spaces to potential developers, residents and tenants.

Works in concert with other internal departments and external partners (such as the Erie County Land Reutilization Corporation) to bring developable parcels of real estate to market through efforts including, but not limited to, brownfield redevelopment and remediation, demolition, acquisition and marketing.

Promotes expansion of housing options within the City and develops and maintains a cooperative working relationship with existing and prospective developers.

Maintains current data regarding the community to market the community to prospective residents and developers.

Confers with and updates the Chief Development Officer, the City administration and City Commission as appropriate.

Serves on various committees, boards and non-profit organizations as a representative of the City of Sandusky when necessary.

Performs any other duties and responsibilities as determined by the City Manager and the Chief Development Officer.

Responsible to self-initiate activities consistent with the City's and department's goals and objectives including all existing strategic and masterplans.

Ability to understand and communicate written instructions.

Must report to work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

The following are critical to the performance of the position:

Acts in compliance with established city policies and procedures and standards of conduct.

Acts in compliance with local, state, and federal laws and regulations.

Coordinates activities with other departments.

Directs, manages, coordinates and evaluates the effectiveness and operations of the assigned unit of the City.

Formulates and develops plans, policies, procedures, goals, objectives and regulations necessary to achieve an effective level of organizational performance within the assigned unit of the City.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time),

and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered “inside” if the worker spends approximately 75 percent or more of the time inside

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development:

Apply principles of rational systems to solve problems and deal with a variety of variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Math Development:

Must be able to review and understand certain development proformas including, but not limited to, sources and uses statements, construction costs estimates, profit and loss statements, and cashflows.

Language Development: *Read newspapers, periodicals, and journals. Write business letters, summaries, and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Participate in discussion and debates. Speak extemporaneously on a variety of subjects. Adequately and professionally communicate with staff, subordinates and citizens.*

To do this job, you must have the following licenses or certifications before being hired:

Valid Ohio Driver’s License.

To do this job, you must have the following amount of total education and/or experience:

High School Diploma, and

At least a Bachelor’s Degree in business administration, accounting, public administration, development, planning, urban development, construction, real estate marketing, or similar discipline with experience in housing development, grantsmanship, or equivalent combination of education and experience.