CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Housing and Services Program Manager** **UNION:231**
SG:7
DEPARTMENT: **Planning and Community Development** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Manages the City's Housing Development Section and oversees federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) entitlement programs, Bellingham Housing Levy, and other local, state, or federal funding for low and moderate income housing and community development activities. Supervises staff. Coordinates planning, budgeting and reporting of local, state, and federal funds. Provides information and obtains public input on housing and federal grant programs. Works with public and private agencies to coordinate local efforts to serve low and moderate-income households and to develop new initiatives using local, state, and federal funds. Oversees loan and grant programs providing low and moderate-income households with housing, including interviewing loan applicants, gathering and analysis of financial data, and preparation and presentation of loan packages. Coordinates and oversees activities using CDBG funds for neighborhood improvements. Works directly with local private lending institutions and federal and state agencies.

SUPERVISORY RELATIONSHIP:

Reports to the Community & Economic Development Manager or Planning and Community Development Director. Work is performed under general guidance and direction according to City and Department policies, standards and procedures as well as CDBG, HOME and other federal and state regulations. Supervises the Housing & Services Program staff, the Development Specialist assigned to entitlement grant activities, accounting and clerical staff, as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides oversight of day-to-day activities associated with CDBG and HOME Program grants, and Bellingham Housing Levy funding. Oversees the implementation of federal program policies and procedures by Community Development Division (CD) staff. Ensures compliance with federal regulations concerning Davis Bacon Labor Act, Fair Housing, Lead Based Paint Hazards, National Environmental Policy Act (NEPA), State Environmental Policy Act (SEPA), Endangered Species Act, Uniform Relocation Act and other requirements.

2. Supervises preparation of the five-year Consolidated Plan and Annual Action Plans establishing a work program with allocation of resources received through federal Department of Housing and Urban Development (HUD) entitlement grants to the City. Develops budget for entitlement awards and program income and assists in the preparation of the City budget. Presents plans to public and City Council. Monitors spending for timeliness and compliance with administrative and services limitations.

3. Supervises preparation and reporting of the Bellingham Housing Levy budget and actuals, goal development and progress reporting. Incorporates Housing Levy planning and reporting

into HUD required work program as appropriate. Reports on Housing Levy to the public, management, Mayor and Council as requested.

4. Manages the day-to-day operation of the Housing & Services Program. Supervises Housing & Services Program staff, the Development Specialist assigned to entitlement grant activities and accounting and clerical staff, as assigned. Assigns and prioritizes work. Trains, motivates and evaluates performance. Recommends corrective action and discipline if necessary. Monitors compliance with federal regulations. Oversees development and modifications to policies and procedures documenting compliance of Housing and Services Program with federal requirements.

5. Assists in developing new housing programs through work with local leaders, HUD, lenders, Whatcom County/Bellingham Housing Authority, the Opportunity Council and other agencies, groups and individuals addressing community housing needs. Works with local non-profits and citizen groups in developing uses for entitlement funds.

6. Communicates directly with federal officials on entitlement and housing program requirements and to secure additional funds. Interacts with HUD monitoring staff and state auditors; provides information on all programs and processes and incorporates recommendations into policy and procedure changes and program improvements. Informs the public on the availability and benefits of CDBG and HOME funds in assisting low and moderate-income households.

7. Oversees preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD on entitlement and housing program activities and financial status. Presents reports to the public, Community Development Advisory Board, and City Council.

8. Oversees City data coordination required by the Federal Integrated Disbursement and Information System (IDIS). Inputs Consolidated Plan, Action Plan, and CAPER information; develops and tracks programs and activities, monitors entitlement grant status, subgrants to programs and activities, commits funding, and approves vouchers.

9. Reviews applications for capital funding and financing from housing development agencies and community development services providers. Performs underwriting of project readiness, agency capacity, and development and operating budget proposals. Recommends funding sources, loan terms and conditions. Prepares project summaries and final contractual and loan documents in coordination with legal department staff. Negotiates terms and conditions of loan leveraging agreements (including tax credit financing) and/or refinancing with other public funders and private lenders.

10. Oversees the Home Rehabilitation Program (HRP) and HRP staff, including applicant processing and selection, financial eligibility, loan structuring, rehabilitation scopes of work, and HRP Loan Review Board coordination. Provides contract and project management on housing and community development projects undertaken by the City.

11. Provides technical assistance to non-profit and for-profit agencies engaged in housing and community development activities, including coordinating training by City and outside agency staff.

12. Oversees ongoing monitoring and evaluation of loans and grants in the City portfolio, including both services and capital projects, for contract and regulatory compliance. Oversees loan servicing and balances. Performs risk analyses, approves monitoring schedule and assigns

monitoring duties. Reviews and approves program and project monitoring correspondence. Engages directly with agencies for which compliance actions are necessary, coordinating with other City management and legal staff.

13. Oversees computation of interest accrual and loan settlement dates; calculation of repayment schedules; document preparation securing loans and grants; establishment of escrow account for each loan; auditing of escrow account expenditures; providing of loan servicing and monitoring after disbursement.

14. Serves as staff to Community Development Advisory Board (CDAB) and Housing Loan Review Board; recommends changes in policies and procedures for CDAB and Loan Review Board approval; oversees preparation of meeting minutes; recommends new members for appointment by the Mayor.

15. Attempts to mediate and resolve conflicts affecting contractors, homeowners, vendors, attorneys, City departments, and any other involved parties whose actions impact the housing and entitlement programs.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Property appraisal methods.
- Real estate title and escrow principles.
- Technical aspects of loan finance and investments.
- Working knowledge of federal grant programs and public and private housing finance programs.
- Working knowledge of department operations and procedures, pertinent federal, state, and local regulations.

Skill in:
- Excellent oral communication skills.
- Excellent writing skills.
- Management skills including leadership, supervision of staff, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance, time management, and attention to detail. Knowledge of project management.

Ability to:
- Negotiate terms and conditions of loan leveraging agreements with local private lenders.
- Deal effectively with diverse groups of people.
- Make decisions and to communicate those decisions with tact and diplomacy.
- Prepare accurate and timely detailed financial and program performance reports.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to physically perform the essential functions of the position, including:
  - Correctable visual acuity to read a computer monitor and typeset page;

- Fine finger dexterity to manipulate computer keyboard and mouse;
- Communicate verbally, in person and over the phone.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting and requires sitting and working for extended periods at a computer workstation. Requires attendance and participation in evening meetings, field work and site visits. Business travel is required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public or business administration, planning or social sciences; may be substituted with four years of relevant experience in real estate, construction management, bank financing, and/or title and escrow; and
- Four years of experience coordinating or administering federally funded housing programs.
- **OR**
- Master's degree in public or business administration, planning or social sciences; and
- Two years of experience coordinating or administering federally funded housing programs.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire.
- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY: Mason/Hanowell
6/84

REVIEWED BY: _____
Rick Sepler, Director
Planning and Community
Development

REVISED BY: Hinde 8/85
SP/PD/KH 9/91
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