



City of Irving Job Description

Housing Supervisor

FLSA Status:	EXEMPT	Job Department:	Planning & Community Development (HHS Division)
Job Code:	H071	Reports To (Job Title):	Community Development Manager

PURPOSE

Responsible for the administration of all housing-related operations of Housing and Human Services, including housing development, homebuyer development, non-profit development, and home restoration programs funded through HOME, CDBG, and NSP.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop and coordinate campaigns to increase community accessibility to housing development, homebuyer development, and home restoration programs.
- Develop program policies and procedures in compliance with Housing & Urban Development (HUD) regulation and consistent with programmatic goals
- Assist management in the development of goals, objectives, performance measurements, and tasks related to housing programs
- Coordinate housing project development, which includes budgeting, working with architects, engineers, builders, lenders, clients and city personnel to develop viable projects and sell completed homes; further, develop associated budgets, monitor costs, review and submit reimbursement requests, work with legal counsel to develop contracts.
- Monitor and provide technical and capacity-building experience to programs within Housing & Human Services, including the development of contractual agreements for housing activities and assurance of HUD and City of Irving regulations.
- Monitor program performance and develop procedures to ensure attainment of program goals.

OTHER DUTIES AND RESPONSIBILITIES

- As assigned

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position is responsible for assisting with the development, monitoring, and administration of approximately \$5.2 million; further, it reviews all housing-related payment requests and monitors construction contracts.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree in Business Administration, Public Administration, Finance, Real Estate, or similar.

EXPERIENCE

- At least two (2) years in grant administration, with one (1) year in a supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

- HOME Certification, or the ability to obtain in three (3) years.

KNOWLEDGE OF

- HOME, CDBG, and NSP housing programs
- Industry Software: Integrated Disbursement & Information System (IDIS) utilized by the Department of Housing & Urban Development.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services, including a desire to help customers regardless of their circumstance.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency; which requires accurately interpreting federal regulations, policies, and procedures.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Relationship Maintenance / Networking: Developing relationships with developers, clients, and personnel from other City departments.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech so others will understand, with a wide variety of people, often with diverse views and opinions; for example: citizens, agencies, management, and the HHS Board.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Time Management: Managing time wisely to complete assignments on time.

- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Project System Ability:** Managing multiple complex projects while working with a variety of software packages, tasks, and projects simultaneously.
- **Effective Supervision:** Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- **Persuasion:** Convincing others to approach things differently.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

This position has a high degree of contact with highly varied groups involving difficult interactions that require persuasion and negotiations.

EQUIPMENT AND PROPERTY

Office has a computer with 10-key, and the position may utilize a City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee regularly is required to listen, see, sit, and/or talk. Frequently, s/he is required to walk. S/he occasionally is required to stand and to drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The work environment is a general office setting, in which the noise level is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.