



Job Title: HOME Program Manager

Department: Planning and Development

Status: Full-time

Salary Range: \$37,844.56-\$43,718.27

Job Description: see below

Submit cover letter and resume to Human Resources Director Sherry Lewis via email:

lewiss@huntingtonwv.gov. Candidates may also apply in person at City Hall, Room 14 - HR office or access the online application on the City of Huntington website: www.cityofhuntington.com. Click on "City Government" and "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, 11/13/2020.

HOME PROGRAM MANAGER

Job Category: Administrative

Job Code No.: CDBG-04

Department: Planning and Development

FLSA Status: Nonexempt

NATURE OF WORK

The HOME Investment Partnerships Program provides formula grants to municipalities to create affordable housing for low-income families. HOME funds eligible activities, often in partnership with local non-profits, including building, buying and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.

This is an administrative and field work position, and the employee reports to the Planning and Development Director.

Work involves the annual budgeting of resources allocated to the Cabell-Huntington-Wayne Housing Consortium and includes but is not limited to: performance of loan payment processing; assisting and reviewing applications for HOME assistance; comprehension of applicable Federal regulations; and assisting agencies in the development of affordable housing within the geographic service area of the Consortium (Cabell County, Wayne County and the City of Huntington).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensures that project operations are in compliance with design specifications and with City, State and Federal policies and regulations.

Develops and executes the Cabell-Huntington-Wayne Housing Consortium Agreement and Policies.

Administers the HOME Program, including applications, execution of activities, monitoring and reports in compliance with HUD and program regulations.

Coordinates inspection of properties and performs and/or reviews work write-ups for compliance.

Responsible for labor compliance of HOME-funded activities.

Responsible for developing and working cooperatively with applicants, Community Housing Development Organizations (CHDOs), banking institutions, non-profits and agencies.

Obtains credit reports for potential homebuyers; coordinates with General Counsel in the creation and delivery of loan documents, attends loan closings, and orders loan payment books from vendor.

Processes loan payments and maintains ledgers on all active homebuyer program clients.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with an associate degree in appropriate field; minimum of one (1) year of experience in public administration/service or housing activities; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of budgeting, cost estimating and fiscal management principles and procedures.

Knowledge of Huntington regional housing partners, resources, housing statistics and plans.

A preferred understanding of financial leveraging, real estate principals and general construction.

Skill in workflow analysis and management.

Skill in organizing resources, establishing priorities and records maintenance.

Ability to review and comprehend contract documents and specifications.

Ability to learn the regulations and policies governing the HOME Program.

Ability to learn construction principals including local building codes, ordinances and regulations.

Ability to establish and maintain records and prepare reports from same.

Ability to review and comprehend financial statements and loan documents.

Ability to assess contract compliance and product/service quality.

Ability to establish and maintain effective working relationships with contractors, developers, property owners, consultants, other governmental agency representatives, city officials, employees and the general public.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

Ability to obtain and maintain certification as a Housing Counselor within six (6) months from date of hire.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, desktop and laptop computers, printer, calculator, copy machine, fax machine, and camera.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SUMMARY

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.