

**Classification Title: Housing Rehabilitation Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Manages or develops programs and projects designed to assist participants with creating neighborhood improvements, affordable housing and economic self-sufficiency.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages affordable housing and community revitalization projects, including infrastructure installation, public facilities improvements, new housing development and rehabilitation, property acquisition and relocation.
2	L	Creates and oversees request for proposals for professional services and new projects, develops and manages contracts, and administers loan documents.
3	L	Works with community groups and non-profit corporations to provide technical assistance for the implementation and maintenance of programs and projects.
4	L	Performs technical inspections and monitoring for all phases of housing related projects and community revitalization projects.
5	L	Responsible for compliance with all federal regulations.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree in Business, Project Management, Urban/Community Planning or equivalent.
Experience	Three years of experience in affordable housing.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	
Reading	Advanced
Math	Intermediate
Writing	Advanced

CLASSIFICATION REQUIREMENTS	
Managerial	Receives General Direction.
Budget Responsibility	Has limited budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with team members and others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, architectural/engineering scale, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.