

State College Borough Planner, Housing Specialist Job Description



REPORTS TO: Planning Director
ROLE & LEVEL: P2

DEPARTMENT: Planning
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Planner, Housing Specialist is responsible for assisting with the overall administration of various housing assistance programs. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, coordinates, markets and administers the State College Borough low, moderate and middle income first time homebuyer programs and the Owner-Occupied Home Rehabilitation program
- Conducts intakes and initial eligibility certifications and re-certifications; coordinates with housing partners in the community, lenders, closing agents, rehab managers, contractors, homebuyer counselors, inspectors, federal and Pennsylvania officials and others
- Manages a senior citizen apartment building; shows apartments and executes leases; receives repair requests and ensures they are completed; develops and maintains tenant handbook and other documents; markets the units; coordinates and conducts move-out inspections
- Administers the Borough's Owner-Occupied Home Rehabilitation program
- Assists in the tracking of finances, federal draws and program income and subsidy assistance funds to home buyers
- Assists with writing the Consolidated Plan (CP) and Consolidated Annual Performance Evaluation Report (CAPER) as required by federal grant
- Ensures completeness of project files according to federal and Pennsylvania regulations
- Develops informational materials about programs and services for government officials, neighborhood associations and other members of the public
- Assists with the management and coordination of multiple contracts and activities related to property acquisition, demolition, new construction, rehabilitation and related activities
- Performs data analysis and manages databases and mapping programs for various activities

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- Interprets and explains department policies and procedures
- Administers federal and Pennsylvania grant programs
- Maintains the department's webpages
- Conducts environmental reviews

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public financing, rules and regulations and ability to create, administer, and evaluate proposals for funding
- Knowledge of various housing assistance grants and loan programs and local, state, and federal assisted housing regulations
- Knowledge of community development policy and programs
- Knowledge of current real estate law and practices
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to research and understand laws and regulations pertaining to applications and the administration of state and federally sponsored grant programs
- Ability to enforce complex regulations in a consistent and equitable manner
- Ability to maintain complex records, files and documents
- Ability to communicate effectively orally and in writing
- Ability to track and analyze computer generated data

MINIMUM QUALIFICATIONS:

Bachelor's degree in planning, urban studies, public administration or related field; supplemented by five or more years' experience in local government planning related activities; or an equivalent combination of education, certification, training, and/or experience. Must have Integrated Disbursement and Information System (IDIS) certification training for Community Development Block Grant (CDBG) Entitlement Communities and Determining Income and Allowances certification training. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

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PREFERRED QUALIFICATIONS:

- Master's degree planning, urban studies, public administration or a related field
- Experience with housing and public finance programs including CDBG and HOME
- Experience in securing grant funding for projects

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date