

# CITY OF HELENA

**Position Title:** Housing Coordinator

**Department:** Community Development    **Division:** Administration

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

This position is responsible for administration, coordination, research and implementation of policies and programs related to affordable housing, economic development and other community development related activities within Community Development Administration/Planning Division services and other activities including those related to ADA compliance and coordination.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Grant writing and Administration:**

This position will pursue alternative funding sources for special projects, research availability of grants, prepare grant applications and administer grants for various city projects and is the project lead for future housing, and other related grants and related projects that align with the priorities the City of Helena. When established this position will coordinate the activities related to the City of Helena Affordable Housing Trust Fund. The incumbent will administer all related grants and ensure compliance with all applicable rules and regulations; monitor project/program progress and prepare all necessary documents associated with the administration of the grant/program Facilitate annual public hearings and public comment periods in compliance with federal guidelines; participate in public forums and planning groups in order to examine issues, develop programs and plan services; facilitate meetings for the collaboration of a variety of interests and help to define and set priorities for the City HCD related to affordable housing. The incumbent also serves as the City of Helena ADA Coordinator.

## **Public Relations and Education**

This position manages relationships with community partners in the non-profit, public, and private sectors and acts as the local government liaison to these organizations. These activities will include developing and managing a public education and engagement program for housing related issues in the City. This position is responsible for developing and coordinating the implementation of the City of Helena's Housing Strategy and to work with the Planning and Building Division staff, other City Depts., other local government officials, community nonprofits and other organizations in the implementation of that strategy.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Knowledge of local, state and federal grant or loan programs and of standard grant procedures, including proposal development and preparation, grant administration and financial reporting, and program evaluation;
- Knowledge of issues in community development, human services, environment, housing and community service;
- Theories, principles and practices of current and advanced planning.
- Pertinent Federal, State and local ordinances, codes and regulations.
- Principles and practices of data collection and report preparation.

**Skill or ability to:**

- Familiarity with various disciplines (e.g., Planning, Community Development, Housing, Building) to effectively communicate with other City departments and local agencies governmental jurisdictions, local businesses, city staff and other diverse individuals and groups
- Ability to make public presentations on complex issues and represent the organization in a professional capacity.
- Customer service skills to communicate expectations, resolve conflicts, and build trust.
- Ability to develop and coordinate local policies and procedures relating to housing
- Ability to communicate effectively with others, both orally and in writing, using both technical and nontechnical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

**Physical Demands:**

Duties are generally performed in an office setting where hazards and discomforts are controlled and modifiable. Some duties require the ability to access work sites requiring the ability to walk on uneven surfaces and exposure to inclement weather. Requires making presentations to Council, other agencies and the public; also requires a high level of contact with elected officials, boards, commissions and citizen groups.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of bachelor's degree in public administration, planning social science, liberal arts or related field and two years of experience in housing, grant preparation and administration. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the Community Development Director

**Supervision Exercised:**

May supervise volunteers from time to time

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

