

Code: 1709

Title: COMMUNITY DEVELOPMENT HOUSING PLANNER I

SUMMARY: Participates in the coordinating, planning and administration of the county's affordable housing programs. Plans and participates in the daily operation of programs and projects developed by the department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans and participates in the daily operation of programs and projects within the county's affordable housing programs;

Interprets federal, state and local regulations and guidelines relating to affordable housing and related matters;

Ensures contract compliance by contractors, reviews and submits invoices for payment;

Updates and maintains database of program and project outcomes, produces ad-hoc and reoccurring reports as required for management and external agencies;

Conducts grant searches for appropriate funding opportunities;

Participates in the negotiation of contracts and grant agreements;

Prepares and delivers oral and written presentations to peers, staff and management;

Facilitates collaborative relationships with non-profit housing developers, private sector funders and developers.

KNOWLEDGE & SKILLS:

Knowledge of:

- federal and state housing legislation, policies and programs;
- state housing funding programs;
- industry best practices and trends relative to affordable housing programs;
- development process of single family and multifamily housing;
- basic legal instruments used in housing development;
- local government operations and administration;
- incentives and strategies used to develop and preserve affordable housing.

Skill in:

- effectively communicating in both written and verbal medium;
- making public presentations and speeches;
- developing new and innovative methods for problem solving;
- adapting to and using new and emerging technologies;
- working in a multi-disciplinary team environment.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Bachelor's degree from an accredited college or university with a major in planning, community development, business administration/management, public administration, sociology or other closely related field as identified by the appointing authority and one year of planning experience in a local, state or federal government agency or housing development organization.

(Additional relevant education from an accredited college or university and/or experience may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

04/15/08_(CS)

Updated 05/06/09_(CS)