

*Code: 1710*

*Title: COMMUNITY DEVELOPMENT HOUSING PLANNER II*

**SUMMARY:** Participates in the coordinating, planning and administration of the county's affordable housing programs. Plans and participates in the daily operation of complex programs and projects selected by the department for implementation. This classification is distinguished from the Community Development Housing Planner I by the complexity of programs and projects it is assigned and the Community Development Housing Planner III, which performs supervisory functions and tasks.

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

Participates in the coordinating, planning and administration of 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;

Prepares Request for Proposals (RFP) and other solicitations relative to affordable housing programs;

Reviews proposals and makes effective recommendations to management;

Performs underwriting, layering analysis and review of proposals;

Conducts grant searches for appropriate funding opportunities;

Negotiates 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;

Conducts research, analysis and assessment of federal and state housing policies and pending legislation for potential impact;

Liaisons and coordinates with consultants conducting research for department;

Identifies and analyzes appropriate best practices and models for potential implementation within Pima County.

**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;
- finance options for affordable housing programs;
- development process of single family and multifamily housing;
- basic legal instruments used in housing development;
- underwriting techniques relative to affordable housing programs and layering analysis;
- local government operations and administration;
- incentives and strategies used to develop and preserve affordable housing.

Skill in:

- communicating effectively, both orally and in writing;
- 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 two years 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.)

OR:

(2) One year with Pima County as a Community Development Housing Planner I.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

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

4/15/08(cs)  
Updated 2/7/14(tb)