

Code: 1711

Title: COMMUNITY DEVELOPMENT HOUSING PLANNER III

SUMMARY: Supervises and participates in the coordinating, planning and administration of the county's affordable housing programs. Researches and develops specific programs and projects in response to the identified needs of the community and in response to funding opportunities. This is distinguished from the Community Development Housing Planner II by its supervisory role.

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

Supervises and 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;

Supervises and evaluates the work of assigned employees;

Recommends policy and procedures for specific housing related programs;

Supervises and guides staff in the implementation of programs and projects;

Prepares reoccurring and ad-hoc reports and correspondence for management;

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;

Supervises preparation of funding applications;

Negotiates contracts and grant agreements;

Participates in setting funding priorities for housing programs;

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

Conduct 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;
- underwriting techniques relative to the development of affordable housing programs and layering analysis;
- incentives and strategies used to develop and preserve affordable housing;
- planning and design process for affordable housing;
- principles and practices of supervision.

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;
- supervising and evaluating staff;
- conducting multi-layered analysis of data and information.

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 three 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 II.

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

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