



## City of Irving Job Description

### Housing Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Planning & Community Development (HHS Division)
<b>Job Code:</b>	23071	<b>Reports To (Job Title):</b>	Community Development Manager

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#### **PURPOSE**

Responsible for the administration of all housing-related operations of Housing and Human Services, including housing development, homebuyer development, non-profit development, and home restoration programs funded through HOME, CDBG, and NSP.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Develop and coordinate campaigns to increase community accessibility to housing development, homebuyer development, and home restoration programs.
- Develop program policies and procedures in compliance with Housing & Urban Development (HUD) regulation and consistent with programmatic goals
- Assist management in the development of goals, objectives, performance measurements, and tasks related to housing programs
- Coordinate housing project development, which includes budgeting, working with architects, engineers, builders, lenders, clients and city personnel to develop viable projects and sell completed homes; further, develop associated budgets, monitor costs, review and submit reimbursement requests, work with legal counsel to develop contracts.
- Monitor and provide technical and capacity-building experience to programs within Housing & Human Services, including the development of contractual agreements for housing activities and assurance of HUD and City of Irving regulations.
- Monitor program performance and develop procedures to ensure attainment of program goals.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- As assigned

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position is responsible for assisting with the development, monitoring, and administration of approximately \$5.2 million; further, it reviews all housing-related payment requests and monitors construction contracts.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree in Business Administration, Public Administration, Finance, Real Estate, or similar.

### **EXPERIENCE**

- At least two (2) years in grant administration, with one (1) year in a supervisory capacity.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- HOME Certification, or the ability to obtain in three (3) years.

### **KNOWLEDGE OF**

- HOME, CDBG, and NSP housing programs
- Industry Software: Integrated Disbursement & Information System (IDIS) utilized by the Department of Housing & Urban Development.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services, including a desire to help customers regardless of their circumstance.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency; which requires accurately interpreting federal regulations, policies, and procedures.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Relationship Maintenance / Networking: Developing relationships with developers, clients, and personnel from other City departments.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech so others will understand, with a wide variety of people, often with diverse views and opinions; for example: citizens, agencies, management, and the HHS Board.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Time Management: Managing time wisely to complete assignments on time.

- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Project System Ability:** Managing multiple complex projects while working with a variety of software packages, tasks, and projects simultaneously.
- **Effective Supervision:** Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- **Persuasion:** Convincing others to approach things differently.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

This position has a high degree of contact with highly varied groups involving difficult interactions that require persuasion and negotiations.

## **EQUIPMENT AND PROPERTY**

Office has a computer with 10-key, and the position may utilize a City vehicle.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee regularly is required to listen, see, sit, and/or talk. Frequently, s/he is required to walk. S/he occasionally is required to stand and to drive a vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The work environment is a general office setting, in which the noise level is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.