

CLASS CODE 2322 GROUP 5
DEPARTMENT REVIEW MP/CP DATE 2-22-96
PERSONNEL APPROVAL [Signature] DATE 2-22-96
EFFECTIVE DATE 2-22-96
SUPERSEDES 5/31/94

NEIGHBORHOOD IMPROVEMENT SPECIALIST IIDEFINITION

This is field and office work assisting in the city's preservation of low and moderate income housing and in obtaining compliance with local, state and federal regulations, and building additions/alterations and repairs of residential units. Under general supervision, works independently on office and field work that involves a high degree of ability in the area of public relations and knowledge of said codes and knowledge of housing rehabilitation needs. Work is reviewed by observation, conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinates improvement efforts in residential neighborhoods; evaluates neighborhood preservation and improvement needs and assists in administering programs to respond to these needs; coordinates public and private personnel involved in neighborhood revitalization efforts; coordinates and facilitates community meetings and citizen participation committees; processes rehabilitation applications; prepares loan documents; inspects single-family and multi-family residential projects and prepares bid requests for rehabilitation work to be performed under loans and grants; assists in the update of procedural and operations manuals; participates in evaluation of programs; performs research and produces technical reports; reports on level of program participation.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONSMinimum:

Three (3) years of progressively responsible experience in the areas of construction, loan processing, housing, neighborhood development, and extensive multi-family rehabilitation, including community relations experience; two (2) years of college course work or technical training in building technology or related; (relevant technical experience may be substituted for education on a year for year basis).

Knowledge of: various types of residential building construction, electrical installations, plumbing, heating and ventilation installations; environmental and lead-based paint requirements; and state historic preservation concerns;

Skills to: Perform technical writing;

Ability to: perform all essential functions of the job; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public;

License or Certificate: valid California Class C driver's license.

Desirable: English-Spanish bilingual skills; computer literacy in a database program and WordPerfect; knowledge of CDBG program or other state or federal affordable housing programs.