



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Housing Programs Coordinator
Department/Division	Neighborhood Services/Housing Programs
Employment Status:	Full Time
Salary/Grade:	\$75,000 - \$90,000 +/- DOQ - Grade 10 PM
FLSA:	Non-Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	Open until filled

POSITION SUMMARY:

This is a single class position under direction of the Neighborhood Services Department/ Neighborhood Programs Manager. This position is responsible for coordinating and participating in the more complex and difficult work of staff assigned to the Village's single-family and multi-family rehabilitation, multi-family housing incentives programs, and lead programs; serves as a liaison between financial institutions, property owners, tenants and contractors; and performs a variety of technical tasks relative to assigned areas of responsibility. This position also supervises the community development/property maintenance inspector assigned to the rehabilitation program at the direction of the Neighborhood Programs Manager.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=604186191>. For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



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Department: Neighborhood Services

FLSA: Non-Union Exempt

Pay Band: 10-PM

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Responsible for coordinating and participating in the more complex and difficult work of staff assigned to the Village's single-family and multi-family rehabilitation, multi-family housing incentives programs, and lead programs; serves as a liaison between financial institutions, property owners, tenants and contractors; and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Neighborhood Services Department/Neighborhood Programs Manager.

Supervises the community development/property maintenance inspector assigned to the rehabilitation program at the direction of the Neighborhood Programs Manager.

EXAMPLES OF DUTIES—*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Plans, directs, reviews and performs complex assignments involved with the Village's block grant and single-family rehabilitation and multi-family programs funded by Community Development Block Grants (CDBG) funds, Village funds and other third-party funders.
2. Conducts programmatic research, including sustainability and energy; prepares housing strategy and Housing Development reports, project financing applications and other reports as needed.
3. Train assigned employees in their areas of work in housing program coordination methods and techniques.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification by reviewing reports and making field inspections of on-going and prospective projects.
5. Works with inspections and clerical staff to determine client eligibility for housing programs, including inspecting property and housing units, and verifying income and family composition.



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6. Performs or assists with initial eligibility inspections of proposed work of housing units requesting CDBG funds; counsels property owners regarding loan procedures; contractor bidding, and elements of contracts.
7. Prepares or reviews specifications for rehabilitation, work write-ups, and cos estimates; provides documentation and feasibility for loan packages; coordinates bidding and negotiations of rehabilitation contracts; assists property owners in contract selection.
8. Prepares, reviews, and recommends approval of construction contracts to the Neighborhood Programs Manager; evaluates in-house estimates and bids from contractors;
9. Conducts pre-construction meetings with contractors and homeowners to review scope of work, explain procedures, and negotiate costs; analyzes contractor bid estimates; prepares construction for signature.
10. Assists the Neighborhood Services Division Manager in performing duties as the staff liaison to the Housing Programs Advisory Committee (HPAC) by preparing agendas, minutes, and loan and grant packages for HPAC review.
11. Conducts on-going inspections of rehabilitation construction projects; ensures compliance with Village codes, contract agreements and construction schedules.
12. Ensures the adherence to safe work practices and procedures.
13. With approval and direction from the Neighborhood Programs Manager, resolves complaints involving program participants in an efficient and timely manner; processes work order changes as necessary.
14. Conduct final walk-through of rehabilitation housing units; issue notices of completion and facilities final payments to contractors upon review and approval of rehabilitation progress.
15. Conducts contractor workshops to establish criteria for performance standards; works with private and non-profit contractors regarding performance contracts with the Village; obtains sub-contractor and material releases; provides information and support to property owners regarding possible liens.
16. Inspects vacant rentals eligible for reimbursement and participation in the multi-family housing incentives program; authorizes marketing of rental units based on inspection approval; documents improvement requirements where marketing approval is denied and forwards requirements to building owners.
17. Provides information and advice to community representatives regarding housing programs; encourages program participation and assists applicant with loan/grant approval.
18. Monitors (Measure, Analyze, Perform) Performance Management indicators for the housing programs, and reports on progress to the Neighborhood Programs Manager.
19. Estimates time, materials, and equipment required for housing projects; requisitions materials as required.
20. Coordinates and assesses the status of the inspections of rental units with the Neighborhood Code Compliance Manager to determine the rental license types to be issued.
21. Maintains the condominium registration program and licenses issued.



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22. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of CDBG, single-family, multi-family, sustainability, energy and sewer improvement programs.
- Principles of municipal budget preparation and control; basic accounting and economics.
- Occupational hazards and standard safety practices related to housing rehabilitation and construction including lead paint.
- Community Development Block Grant (CDBG) program requirements.
- Lending procedures and eligibility requirements of lending institutions.
- Modern and complex principles, techniques and practices of building construction and inspections.
- Housing Quality Standards under the assisted housing and rehabilitation programs.
- Applicable Village, State, and Federal codes, ordinances, and regulations related to building construction.
- Accepted safety standards and methods of building construction for family housing units.

Ability to:

- Review the work of contractors for compliance with program and/or Village requirements.
- Interpret, explain, and enforce Department policies and procedures.
- Independently perform the most difficult housing inspection and coordination services.
- Interpret and apply pertinent Federal, State, and Village codes and ordinances relating to building construction and rehabilitation.
- Negotiate disputes and differences with owners, tenants, contractors and the general public.
- Read and interpret building plans, blueprints, and specifications
- Prepare cost estimates and job specifications.
- Write clear and concise reports.
- Operate modern office equipment including computers including all Microsoft Office applications
- Work independently in the absence of supervision.



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- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Sustain cognitive abilities that enable the potential for:

- *Effective interaction*
- *Communicating with others*

Experience and Training Guidelines

Experience: Three years of increasingly responsible housing rehabilitation program coordination, real estate development, or related experience. **AND**

Training: Bachelor's degree or completion of sixty or more credits from an accredited college or university with coursework in business administration, finance, real estate, architecture, or a related field.

Possession of a valid Illinois driver's license and safe driving record.

Possession of or ability to obtain the Illinois Department of Public Health (IDPH) Certification as a Lead Paint Abatement Supervisor Certification within one (1) year of employment, and maintain necessary certifications during the course of the position.

WORKING CONDITIONS

Work in office and inspection site environments; sedentary work involves sitting and sustained posture in a seated position; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas.



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Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.