



CITY OF LORAIN

CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 3rd FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

THE LORAIN CIVIL SERVICE COMMISSION IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

CLASSIFICATION:

Housing Development Coordinator
Building, Housing & Planning Dept.

SALARY:

Grade A12 pay range
\$52,716.67 - \$73,803.34 annually

Applications for the classified, non-bargaining, management position of **HOUSING DEVELOPMENT COORDINATOR** in the Lorain Building, Housing & Planning Department are available **online** beginning Thursday, February 1, 2024 **and UNTIL THE POSITION IS FILLED**. Go to: www.cityoflorain.org under departments, click on Civil Service and then Application Instructions and follow the 4-step instructions and e-mail directly to: rosemary_white@cityoflorain.org. **Applications will only be received via email.** Be sure to include the underscore between rosemary and white.) Please DO NOT fax or mail!

POSITION SUMMARY:

Performs moderately difficult professional assignments in research, analysis, planning and implementation of housing development programs and housing finance assistance. The Housing Development Coordinator is responsible for coordinating the redevelopment of vacant and abandoned housing and the development of new housing in the City of Lorain. Assignments are in such areas as capital projects, housing production and rehabilitation, real property acquisition, disposition and management, seismic retrofits, affordable housing promotion and community development block grants (CDBG).

REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS:

Must possess excellent communications skills (both written and verbal) and have the ability to deal with public and private officials and negotiate complex transactions. Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus. Firm understanding of real estate markets and property sales/purchase procedures. Experience in working in urban communities. Bachelor's degree in Urban Planning, Urban Studies, Public Administration, Public Policy or a closely related field or two (2) years experience in the development of and rehabilitation of housing using various federal funding programs.

EXPERIENCE:

Preferred Education & Experience: Master's degree in Urban Planning, Real Estate Development, Urban Studies, Public Administration, Public Policy or closely related field and fluency in Spanish **OR** (5) years background in real estate transactions, understanding of real estate financing, administration of federal programs and knowledge of housing construction.

Must be a US citizen or possess a valid permanent resident card. A complete job description for the position will be attached to this announcement which appears on the City of Lorain website at: www.cityoflorain.org under departments click on Civil Service and then Current Opportunities. **PLEASE INCLUDE A RESUME.** Contact Rose at 440-204-2066 with any questions. AN EQUAL OPPORTUNITY EMPLOYER.



Position Description

Position Title: Housing Development Coordinator
Department: Building, Housing and Planning
Salary Grade: A05 COL MAG
Reports to: Director of Building, Housing and Planning department
FLSA: Exempt
Date: January 2021
Addendum:

Position Summary:

Perform responsible, professional and administrative work under the General Supervision of the Program Manager I and the Director of Building, Housing and Planning Department with the implementation and administration of the Housing Rehab and Development programs.

Distinguishing Features of the Class:

The incumbent performs moderately difficult professional level assignments in research, analysis, planning and implementation of housing development programs and housing finance assistance. The Housing Development Coordinator is responsible for coordinating the redevelopment of vacant and abandoned housing and the development of new housing in the City of Lorain. Assignments are in such areas as capital projects, housing production and rehabilitation, real property acquisition, disposition and management, seismic retrofits, affordable housing promotion, and community development block grants (CDBG).

Duties and Responsibilities:

1. Research the acquisition of vacant housing, including: property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings
2. Maintain database of vacant /abandoned housing through site visits to inspect properties to assess their marketability for redevelopment and tracking pending foreclosures
3. Coordinate transfer and rehabilitation of vacant houses by private sector and non-profit developers: Prequalify developers to verify track record of high quality rehabilitation and financial capacity
4. Distribute RFPs (Requests for Proposals) for the transfer of vacant houses and select the best proposal for the market
5. Coordinate community meetings
6. Development of partnerships with traditional housing financing mechanisms (banks, credit unions and non-profit lenders)
7. Coordinate City approvals including Design Review, Planning Commission, permits, and other assistance as needed
8. Work with private sector and non-profit development partners

9. Work with the community to identify and preserve historic housing stock in the City

Necessary Competencies:

1. Communication Skills- written and verbal
2. Integrity
3. Leadership
4. Problem Solving
5. Data Analysis
6. Attention to detail
7. Initiative and Creativity
8. Strategic Planning and organizing

Requirements:

1. Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions
2. Must be self-motivated, able to work independently, innovative, and able to "think on your feet"
3. Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus
4. Firm understanding of real estate markets and property sales/purchase procedures
5. Availability and willingness to work flexible schedule including evenings and weekends
6. Experience in housing and community development in a non-profit, government, banking or development capacity. Previous experience should include real estate sales and acquisitions, real estate finance or related field.
7. Experience working in urban communities.

Education and Experience : Bachelor's Degree in Urban Planning, Urban Studies, Public Administration, Public Policy or a closely related field **OR** two (2) years' experience in the development of and rehabilitation of housing using various federal funding programs. **Preferred Education and Experience** Master's Degree in Urban Planning, Real Estate Development, Urban Studies, Public Administration, Public Policy or a closely related field and fluency in Spanish **OR** (5) years of background in real estate transactions, understanding of real estate financing, administration of federal programs and knowledge of housing construction.

Physical Demands:

This section includes physical demands and working conditions that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Remaining in a seated position;
- Moving about on foot;
- Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly;
- Raising or lowering an object(s) from one level to another between 25-50lbs; and
- Exposure to noise.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of City of Lorain. No job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

The City of Lorain is an Equal Opportunity Employer.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee Name:	
Date Completed:	
Supervisor Name:	
Date:	