

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising subordinates involved in the administration and inspections of homes in the City's rehabilitation program and promoting neighborhood revitalization and redevelopment; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, supervises, reviews, and directs the work of rehabilitation inspection and administrative personnel
- Reviews recommendations and decisions regarding investigations/inspections
- Responds to citizens, media, and elected officials' complaints and/or inquiries
- Determines and verifies accuracy of property legal description
- Reviews case files, cost estimates, bids, and specifications
- Prepares documents requiring Mayor and/or City Council approval
- Coordinates billing and filing of liens
- Administers, reviews, and monitors third party contracts
- Schedules and monitors vehicle maintenance
- Assists in the preparation of the budget and CDBG / HOME annual application
- Represents the department at public meetings and while working with homeowners, bankers, mortgage companies, agencies, and neighborhood groups
- Supervises all financial and eligibility activities related to rehabilitation programs
- Interprets federal regulations and guidelines
- Analyzes programs, policies, and procedures to make recommendations for improvement
- Maintains records, files and documentation of related activities
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet either of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Five (5) years' experience relevant to the essential tasks relevant to this job description;
or,
2. (a) Completion of 120 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Three (3) years' experience relevant to the essential tasks relevant to this job description;

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles and City ordinances relating to zoning, land use, existing structures or nuisance or construction refurbishment and remodeling
- Considerable knowledge of construction materials, methods, and safety precautions
- Good knowledge of the laws, regulations and guidelines governing real estate rehabilitation by a public agency
- Good knowledge of historical real estate and financial research methods
- Knowledge of zoning and building codes, building construction, environmental or land use investigations, City and state ordinances involving property maintenance violations, and/or real estate and City planning

Ability to:

- Supervise employees involved in code or housing violation investigation activities
- Communicate effectively, both verbally and in writing
- Make presentations to neighborhoods and/or civic groups
- Deal with people in difficult negotiations and discussions
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 50 pounds; occasional pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, crawling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license
- b) Obtain lead-based paint risk assessor certification within one (1) year of hire date

WORKING ENVIRONMENT:

Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather. Requires travel to various locations to monitor inspections and construction sites.

EEO Code: N-02

Group: Clerical and Administrative

Series: Data Processing and Information Services