

HOUSING PROGRAM SUPERVISOR

DEFINITION

Under direction, plans, coordinates, and supervises a variety of areas related to housing, zoning, public nuisance, and commercial building code enforcement, housing rehabilitation, and rental housing programs.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a division manager or designee. Supervises staff in the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Housing Program Supervisor is a first line supervisor class. The incumbent works independently, exercising considerable latitude and judgment in supervising technical staff and coordinating field operations in the planning, implementation and monitoring of code enforcement activities, contract administration, housing rehabilitation programs, and rental housing programs. This class is distinguished from Housing and Neighborhood Revitalization Manager, in that incumbents of the latter direct a division within a department. Incumbents may be assigned to directly assist the division manager or designee in the overall administration of the division's programs and operations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Plans, coordinates, supervises and evaluates activities and the work of assigned staff; participates in the development and implementation of goals, policies and priorities for assigned program activities.

Analyzes, develops, plans, implements, and monitors assigned program activities.

Trains and evaluates technical, clerical and professional staff; administers work assignments and monitors deadlines; meets with staff to identify and resolve problems; counsels employees to correct deficiencies; recommends disciplinary actions.

Works with other City departments, governmental agencies, and community groups to address code enforcement, housing rehabilitation, and/or rental housing issues.

Monitors performance of various program activities; prepares and presents updates and reports on program evaluation..

Conduct research on municipal codes and regulations; and interpret codes and provisions for staff and the public.

Represents the department at meetings and before boards, commissions and agencies as

required.

Prepare technical documents and evidence in support of legal actions taken by the City; represents the organization as an expert court witness.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Municipal codes, and health and safety codes related to residential and commercial structures, rental housing, land use, public nuisance abatement and related codes.

Rules and regulations of government funded housing rehabilitation programs.

The principles and practices of effective supervision techniques, including selection, training, work evaluation, and discipline.

Skill to:

Safely operate a motor vehicle.

Ability to:

Analyze a variety of administrative problems and make sound policy and procedural recommendations for their solutions.

Work under strict deadlines and focus on multiple priorities, as well as plan, coordinate and schedule the work of others.

Interpret and apply government codes and regulations, and exercise sound judgment within general policy guidelines and operating parameters.

Maintain technical and administrative records.

Use a variety of personal computer business software applications to prepare and present clear, concise and comprehensive records, reports, correspondence, and other written materials.

Make clear and persuasive oral presentations.

Establish and maintain effective working relationships with those contacted during the course of business.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in architecture, engineering, urban planning, criminology, public administration, business administration or related field, and a minimum of three years of experience in; code enforcement, rental housing/property management, or construction

trades experience, which included a minimum of one year of progressively responsible lead experience which included assigning, reviewing and coordinating work of subordinate staff. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

OR

Two years of experience as a Senior Community Revitalization Specialist with the City of Fresno.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Class C California Driver's License is required at time of appointment and must maintain license for the entire term of employment in this class.

Certification as a California (CACEO) Code Enforcement Officer is desired.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

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|---------------------------|-----------------------------|
| 1. Code Enforcement | 3. Rental Housing |
| 2. Housing Rehabilitation | 4. Community Revitalization |

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 2/26/2018

JC:CW:MAH:04/23/02
Revised: TJM:scm 2/8/19