



CITY OF LORAIN

CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

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

CLASSIFICATION:

**NEIGHBORHOOD DEVELOPMENT SPECIALIST
BUILDING, HOUSING & PLANNING DEPT.**

SALARY:

**GRADE A6 -
\$ 54,7591.51**

Applications for the classified, non-bargaining, management position of **NEIGHBORHOOD DEVELOPMENT SPECIALIST** in the Lorain Building, Housing & Planning Department are available in the office of the Lorain Civil Service Commission, 7th floor of Lorain City Hall, 200 West Erie Avenue Lorain, Ohio 44052 beginning Monday, May 13, 2019 through Tuesday, December 31, 2019 and will be received on a continuous basis or until the position is filled. **Applications will be received in person or they are also available online at: www.cityoflorain.org** under departments, click on Civil Service and then Job Application and follow the 4-step instructions. Email directly to:

rosemary_white@cityoflorain.org.

(Be sure to include the underscore between rosemary and white.) [Please DO NOT fax or mail!] The office will receive applications Monday through Friday from 9:00 a.m. to 4:30 p.m. and is closed everyday from approximately 12-1:00 p.m. and on holidays.

POSITION SUMMARY:

The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with applicants, contractors and subcontractors, investors and other departmental personnel. The Neighborhood Development Specialist also serves as the City's liaison for diversity activities to include assisting the Fair Housing Administrator.

SOME PRIMARY RESPONSIBILITIES INCLUDE:

Serves at the City of Lorain's point person for emergency/special assistant requests or complaints of discrimination in employment, housing and public accommodations. Provide referrals to appropriate support agencies and may serve as a conciliatory agent in the resolution of these situations. Assists in managing the City of Lorain's fair housing process to include all aspects of Fair Housing Compliance, work with partners and related

work with consultants, and a willingness to train in all necessary standards. Act as the City of Lorain's Section 3 Coordinator. Works with landlords and tenants to resolve landlord/tenant disputes when necessary.

REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS:

Must possess good communications skills both written and verbal. Good customer service; problem solving; prioritizing; attention to detail. Graduation from a college or university of recognized standing with a Bachelors's degree in Business Administration, Finance, Real Estate or a closely related field; some experience in banking or consumer credit preferred; some training in Housing and Urban Development (HUD) and or the Department of Justice (DOJ); Any equivalent combination of experience and training which provides the knowledge, skills and abilities required to perform the work.

A complete job description for the position will be available upon request. It will also 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." Contact Rose Maffei at 440-204-2066 with any questions.

AN EQUAL OPPORTUNITY EMPLOYER



Position Description

Position Title: Neighborhood Development Specialist

Department: Building, Housing and Planning

Salary Grade: A6 (COL-MAG)

Reports to: Director of Building, Housing, Planning

FLSA: Exempt

Date: September 2018

Addendum:

JOB SUMMARY:

The work is performed under the general direction and supervision of the Building, Housing, & Planning Director but considerable leeway is granted for the exercise of independent judgment. While the work does involve little supervision over the work of other employees, the nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with program applicants, contractors and subcontractors, investors and other departmental personnel. The Neighborhood Development Specialist also serves as the City's liaison for diversity activities to include assisting the Fair Housing Administrator.

Essential Job Functions

Fair Housing and Section 3 Coordinator:

- Serves as the City of Lorain's point-person for emergency/special assistant requests or complaints of discrimination in employment, housing and public accommodations. To include proving referrals to appropriate support agencies and may serve as a conciliatory agent in the resolution of these situations.
- Provide support to the Planning Department with outreach initiatives to under-represented communities.
- Assists in managing the City of Lorain's fair housing process, to include all aspects of Fair Housing Compliance, work with partners, and related work with consultants, and a willingness to train in all necessary standards.
- Act as the City of Lorain's Section 3 Coordinator. This includes all review and coordination activities with partners.
- Works with landlords and tenants to resolve landlord-tenant disputes when necessary.
- Assists in the coordination of diversity projects and activities, including a minority contractors/ vendors.
- Assist with Consolidated Plans and CAPER Reports and other HUD required reports.
- Performs related work as required.

Mortgage Servicing and Federal Program Eligibility Reviewer:

- Interviews applicants, explains rehabilitation loans and programs;
- Completes loan applications;
- Conducts research to determine property ownership and eligibility;
- Investigates background of applicants and provides appropriate documentation;
- Evaluates applications for loans and determines acceptance risks;
- Requests inspections and preparation of work specifications;
- Acts as contract compliance officer;
- Meets and counsels with contractors and subcontractors regarding their responsibilities for meeting all equal employment opportunity and wage requirements;
- Makes on-site visits, monitors workers and checks contractor's payroll in concert with Contract Administrator;
- Assist with the processing of loan settlements;
- Counsels and helps to resolve problems for residents in target rehabilitation areas;
- Processes loan disbursements and maintains related records;
- Arranges and processes loan closeout papers and procedures for final payments in conjunction with the Rehabilitation Administrator;
- Participates in the completion of environmental assessments, loan servicing and preparation of various reports, including the Grantee Performance Report and other HUD reports and internal fiscal and demographic reports;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Skills/Knowledges/Abilities

Fair Housing and Section 3 Coordinator:

- Maintains a thorough knowledge of federal, state and local codes and regulations that relate to the position.
- Manages budgeted activities effectively and provides information for the development of the budget, on an annual basis.
- Maintains a good working knowledge of computer spreadsheet, database, and word processing applications for use in the area of specialization.
- Attends continuing education opportunities in area of specialization and other support systems such as computer software upgrades.
- Works independently and in teams on the coordination of projects, research, and programs with a focus on speed, accuracy and an attention to detail.
- Ability to maintain effective working relationships with internal and external groups, including the general public.
- Develops goals, plans and measurements for the functions outlined in the position job description.
- Strongly desire written and verbal understanding of the Spanish language for interpretation purposes, along with outreach.

Mortgage Servicing and Federal Program Eligibility Reviewer:

- Thorough knowledge of the principles and practices of loan origination and administration;
- Thorough knowledge of the City's rehabilitation loan programs;
- Thorough knowledge of environmental review procedures;
- Thorough knowledge of the rules and regulations for equal employment opportunity;
- Thorough knowledge of business arithmetic, statistics and English composition and spelling and some knowledge of the basic accounting principles and practices;
- Some knowledge of building construction, materials and methods;
- Skill in presenting technical and financial information to homeowners in a clear, concise and easily understandable manner;
- Skill in the assembly of numerical data and production of statistical reports;
- Ability to use sound judgment in recommending loan applications for approval;
- Ability to communicate well with property owners, contractors, subcontractors and others to secure compliance with appropriate building and housing codes, laws, ordinances, rules and regulations;
- Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations;
- Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to communicate well with others both orally and in writing, using both technical and nontechnical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, property owners and building contractors;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;
- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information;
- Ingenuity and inventiveness in the performance of assigned tasks.

Necessary Competencies:

- Communication Skills- written and verbal
- Customer Service
- Problem Solving
- Prioritizing
- Attention to detail
- Teamwork

Training/Education/Qualifications

Fair Housing and Section 3 Coordinator:

- Graduation from a college or university of recognized standing with a Bachelor's Degree; and
- Some training in Housing and Urban Development (HUD) and/or Department of Justice (DOJ) programs; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities required to perform the work.

Mortgage Servicing and Federal Program Eligibility Reviewer:

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Business Administration, Finance, Real Estate or a closely related field; and
- Some experience in banking or consumer credit, preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities required to perform the work.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; and be able to lift up to 50 lbs when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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:	