



CLASS SPECIFICATION

05/26/2022

HOUSING PROGRAMS MANAGER, 8500

Summary of Duties: Plans and implements the programmatic policies and initiatives in directing a large staff engaged in the administrative, financial, and construction aspects of multiple housing finance, housing preservation, housing rehabilitation, or housing production programs; coordinates broad policy and special initiatives, extra-departmental affairs, and program augmentation / improvement activities; applies sound supervisory principles and techniques in maintaining an effective work force; equal employment responsibilities; and does related work.

Class Characteristics: An employee of this class is responsible for the overall management of housing finance, housing preservation, housing rehabilitation, or housing production programs in the Los Angeles Housing Department and is responsible for the achievement of the programs' financial, technical, and production goals. Incumbents oversee the activities of a large staff of technical and professional employees engaged in planning and executing these programs. A Housing Programs Manager works with a minimum of supervision and is responsible for the work standards and performance of subordinates. An employee of this class reports to a Director of Housing and receives assignments in terms of broad objectives. The work is reviewed in terms of objectives accomplished.

The class of Housing Programs Manager is distinguished from a Financial Development Officer in that the duties involve the overall management of several housing finance, housing preservation, housing rehabilitation, or housing production programs. The Financial Development Officer is responsible for the overall coordination of one housing finance, housing preservation, housing rehabilitation, or housing production program.

Incumbents in the class of Housing Programs Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Example of Duties:

- Plans, coordinates, directs, and reviews the activities of a large group of professional and technical employees engaged in administrative, financial, and construction activities;
- Supervises staff to lead the project development and/or long-term operations process for affordable housing, including identification of funding sources and exploration of feasible finance structures, applying regulatory requirements around compliance, tracking the construction process of all projects in process, and asset management of projects placed into service.

- Organizes and manages technical and financial resources to achieve maximum efficiency and production;
- Thinks creatively and strategically in furtherance of program goals and the mission of the Bureau;
- Coordinates, at the community level, programs associated with housing finance, preservation, rehabilitation, or production activities;
- Analyzes and interprets federal, state, and local laws and regulations governing housing finance, preservation, rehabilitation, or production programs;
- Prepare and present oral and written reports and recommendations of a budgetary, technical, or evaluative nature, clearly, concisely, logically, and convincingly;
- Maintains liaisons with other City Departments, governmental agencies, and community organizations that are established stakeholders in the City's housing finance, preservation, rehabilitation, or production activities;
- Trains and evaluates subordinate personnel in the ability to deal tactfully and effectively with representatives of governmental or community organizations, financial institutions, City officials, and the public;
- Meets with and explains programs, program procedures and objectives to City officials or their representatives, organizations, or members of other public and private agencies;
- Prepares budget recommendations and administers department resources for the housing finance, preservation, rehabilitation, or production programs;
- Ensures compliance with funding source requirements and coordinates responses to audits and other compliance-related inquiries;
- Supervises, and delegates the complex and multi-layered work of a varied and diverse group of technical and professional employees engaged in the administrative, financial, and construction aspects of the rehabilitation or production programs;
- Establishes and maintains a work environment to enhance both employee morale and productivity;
- Communicates equal employment information to employees and applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1) Four years of full-time paid experience managing complex programmatic initiatives, and/or full-time supervisory responsibility for employees administering a City or other public or private program in the area of housing finance, housing preservation, housing rehabilitation, housing development, housing production, real estate development, real estate financing, or community-based housing programs; **OR**

2) Four years of full-time paid professional and supervisory experience in a class at the level of Financial Development Officer or Rehabilitation Project Coordinator with the City of Los Angeles; candidates applying under this qualification must demonstrate experience commensurate with program areas specified in Requirement 1.

Appointments to this class are subject to a one-year probationary period under the provisions of Section 1011 of the Los Angeles City Charter.

License: Some positions may require a valid California driver's license.

Physical Requirements: Strength to perform lifting up to five pounds and occasionally over fifteen pounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.