

**RESOLUTION NO. 3675**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD AMENDING THE BENEFIT AND COMPENSATION PLAN TO RECLASSIFY THE POSITION OF HOUSING SPECIALIST TO "ECONOMIC DEVELOPMENT/HOUSING PROGRAM COORDINATOR," ADOPTING A JOB DESCRIPTION AND ESTABLISHING A SALARY**

**WHEREAS**, the City approved the Job Description for the Housing Specialist in 1997 and revised the same in July of 2001, and

**WHEREAS**, the position of Housing Specialist is an entry level position in the Economic Development Department; and

**WHEREAS**, since the approval of the Housing Specialist classification in 1997, City economic development and housing activities have increased, thus requiring a higher level of training and experience; and

**WHEREAS**, Staff is proposing a new job description and title for an "Economic Development/Housing Program Coordinator" position, created to reflect a broader scope in the duties and responsibilities previously assigned to the Housing Specialist; and

**WHEREAS**, the new position of "Economic Development/Housing Program Coordinator" will assist the Economic Development Director in planning, directing, managing and reviewing the daily activities and operations of the Redevelopment Department and provide highly responsible and complex technical support to the City

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the City Council of the City of Soledad hereby approves an amendment to the Benefit and Compensation Plan to reclassify the position of Housing Specialist to Economic Development/Housing Program Coordinator. The Council also approves the new job description for the position of Economic Development/Housing Program Coordinator as set forth in Exhibit "A," attached hereto and by this reference incorporated herein, and the new salary range for said position.

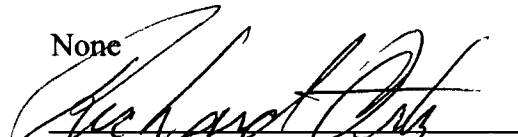
**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Soledad duly held on the 21<sup>st</sup> day of September 2005, by the following vote:

**AYES**, and in favor thereof, Councilmembers. Christopher Bourke, Stefanie De La Rosa, Patricia Stephens, Mayor Pro Tem Juan Saavedra, Mayor Richard Ortiz

**NOES**, Councilmembers. None

**ABSTAIN**, Councilmembers. None

**ABSENT**, Councilmembers. None

  
\_\_\_\_\_  
RICHARD V. ORTIZ, Mayor

**ATTEST**

  
\_\_\_\_\_  
NOELIA F. CHAPA, City Clerk

**APPROVED:  
CISOL.CM  
FLSA NONEXEMPT**

## **ECONOMIC DEVELOPMENT/HOUSING PROGRAM COORDINATOR**

### **DEFINITION**

Under general direction, this position will perform a variety of duties related to economic development, redevelopment and housing; Monitors grant/loan programs for business and related housing programs, Provides overall program administration and grant writing, and acts as City representative to the public, other public and private agencies.

### **CLASS CHARACTERISTICS**

This single-position class develops and implements a variety of financial programs and other assistance for business, housing rehabilitation and first time home buyers programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is provided by the Economic Development Director The incumbent has significant independence of action under the general policy direction of the department director

No supervision of staff is exercised. Direction may be provided to office support staff when performing economic/housing related support tasks.

### **ESSENTIAL JOB FUNCTIONS** Responsibilities include, but are not limited to the following:

- Assists in the development and implementation of comprehensive economic development, redevelopment and housing programs and policies.
- Provides financial counseling and processes applications for low interest rehabilitation loans, business loans, and deferred payment loans for housing programs i.e. First Time Homebuyer Programs.
- Markets programs to business owners, property owners, residents, realtors, banks and other organizations.
- Assists in the attraction and retention of businesses, commercial and industrial enterprises.
- Monitors consultant contracts for housing and business revolving loan funds, first-time buyer assistance programs, financial reporting, CDBG and other grant funding programs.
- Assists in the review and preparation of CDBG grants.
- Assists in negotiating and administering contracts for development, financing, land acquisition and disposition.
- Coordinates with the Downtown Association in implementing the City's business and façade loan programs, Specific plan and the Downtown Design Guidelines.
- Develops and collects cost estimates, budget estimates, data and demographic information.
- Plans and conducts research projects, prepares statistics, analyses, maps and other graphic displays; makes recommendations and prepares technical reports.
- May make presentations to the Planning Commission, City Council, Chamber of Commerce, Downtown Business Association and other organizations.
- Tracks the preparation of financial and close out reports for grant programs.
- Creates and maintains accurate housing, redevelopment, business and economic development program files and records.
- Evaluates possible areas where blight is prevalent and works towards redevelopment of such areas.

**"EXHIBIT A"**

## **ECONOMIC DEVELOPMENT/HOUSING PROGRAM COORDINATOR**

### **Page Two**

- Coordinates assignments and activities with other City Departments, committees, boards and organizations.
- Represents the City and the department in meetings and coordinates activities with citizen groups, federal, state and non-profit agencies, private companies, contractors and other organizations on behalf of the department and the City

### **OTHER JOB FUNCTIONS.**

- Uses standard office equipment and business and specialized software and hardware related to the work.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Principles and practices of city planning, housing, redevelopment or economic development programs.
- Grant writing and administration.
- Policies and procedures related to the development of housing programs, housing rehabilitation programs, CDBG programs for housing, California Redevelopment law related to housing set-aside funds and housing programs.
- Marketing and program evaluation principles and techniques.
- Standard office practices, procedures, methods and equipment.
- Personal computer use and applications related to the work, including word processing, and spreadsheets.
- English usage, spelling, grammar and punctuation.

#### Ability to

- Implement redevelopment, housing, economic development and real estate projects.
- Organize, coordinate and prioritize activities to meet established deadlines.
- Interview, evaluate and counsel potential and current program participants for business loans and housing rehabilitation loans and first time homebuyer loans.
- Plan, develop and implement a multi-faceted housing program to meet the needs of the City
- Analyze, interpret, apply and explain regulations, rules, policies and procedures.
- Prepare and administer grant applications and contracts.
- Develop and maintain an automated record keeping and reporting system related to the work.
- Conduct research projects, evaluate alternatives and make sound recommendations.
- Make public presentations and represent the department and the City in meetings with various public and private groups.
- Prioritize work and work within time-critical deadlines.
- Maintain accurate records and files.
- Use tact, initiative and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

#### Licenses and Certificates.

Must possess a valid California class C driver's license, with a driving record acceptable to the City  
Must show proof of automobile insurance coverage at or exceeding the minimums specified by agency policy

## **ECONOMIC DEVELOPMENT/HOUSING PROGRAM COORDINATOR**

### **Page Three**

#### **Physical Demands.**

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to attend meetings, strength and stamina to walk, stand, and climb to inspect facilities; vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone. Be able to lift 40 lbs over the shoulders.

#### **Education and Experience:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience** - Two years of experience in developing and/or administering housing, economic development or redevelopment projects and programs in a public or private agency

**Education** - Equivalent to completion of four years of college with major coursework in business or public administration, public policy, economics, city or urban planning, or a field related to the work. Completion of a Masters Degree in the stated fields may be substituted for one of the two years of experience.