

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Housing Program Supervisor		
<b>Job Code:</b>	PR1641	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Reviewed:</b>	07/20/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and coordinates housing and rehabilitation program activities and operations within the Neighborhood Services Department. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides and complex staff assistance to the assigned management personnel.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates the organization, staffing and operational activities for specific housing and rehabilitation programs.
3. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving housing methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned rehabilitation programs, service, methods and procedures; and works with employees on the continuous improvement of housing services.
6. Responds to initial citizen requests for housing assistance. Creates and updates all documents necessary to secure financial requests.
7. Inspects construction and repair activities; and oversees completion of housing units or properties.
8. Assists in supervising and coordinating housing or property rehabilitation activities and assigned program performance; and communicates with general contractors.

9. Compiles data on population statistics, employment and unemployment statistics, growth trends, and construction; and assists in developing future planning and program initiatives.
10. Requests funds for program and project expenses; and approves and expends allocated funding.
11. Performs various administrative and technical duties related to Lead-based paint inspections. Surveys and inspects units; and monitors efforts of homeowners and contractors concerning Lead remediation work.
12. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments, as necessary.
13. Provides staff assistance to assigned management staff; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
14. Coordinates assigned housing program activities with those of other divisions and outside agencies and organizations.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operational characteristics, services and activities of housing and property rehabilitation programs.
  - Modern and complex principles and practices of monitoring financial, demographic, and application information.
  - Methods and techniques of conducting research and statistical analysis.
  - Principles and practices utilized in economic and physical planning.
  - Sketches, designs, maps, reports, and charts relative to particular programs and projects.
  - Principles of municipal budget preparation and control.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations related to housing and property rehabilitation.
  - Grant procedures and laws.
  - Construction processes.
- **Skill in:**
  - Customer service.
  - Organization and time management.
  - Computers and applicable software.
  - Interpersonal relations.
  - Project management.

- Problem solving.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Coordinate and supervise the activities of assigned housing programs and projects.
  - Prepare and present effective sketches, designs, maps, reports and charts relative to particular programs.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Recommend and implement goals and objectives for providing effective housing services.
  - Interpret and explain City housing policies and procedures.
  - Identify problems, mediate and resolve issues.
  - Prepare clear and concise reports.
  - Monitor methods and techniques of financial and application information.
  - Analyze data, information, documents and policies.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Urban Design, Planning, Real Estate, Public Administration, Business Administration, or a related field and four years of responsible housing, community development, or economic development experience, including one year of administrative and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing and balancing.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.