

HOUSING INITIATIVES SPECIALIST

CLASS DESCRIPTION

General Responsibilities:

This is responsible, professional work involving an understanding of local and regional housing trends, the assessment of housing trends in the region and the creation of strategies and initiatives to maintain a broad range of housing choices in the City of Madison, Wisconsin. The work involves communicating with organizations that participate in the finance, construction and operation of non-profit and private sector housing within the region and researching housing initiatives in other regions; working with other city departments and agencies on the implementation of housing initiatives; and assisting other city departments and agencies with planning activities that affect housing in the region. The incumbent will staff the Housing Strategy Committee and will have primary responsibility for the preparation of a biennial housing report for the Mayor and the Common Council. The position will work under the general supervision of the Executive Director of the Community Development Authority.

Examples of Duties and Responsibilities:

Develop, Coordinate and Oversee Housing Initiatives for City of Madison. Serve as staff to the Housing Strategy Committee. Prepare a biennial housing report for committee review that includes: Current data on the City of Madison and regional housing supply and trends, strategies for maintaining a broad range of housing choices for all households, and strategies for maintaining and increasing affordable housing in the City of Madison and the region. Analyze and develop programs and initiatives that support a broad range of housing choices in the City.

Conduct research on housing trends and benchmark with other cities. Communicate with professionals in the finance, construction, development, sale and management of housing. Maintain relationships with organizations that develop, finance, construct and manage affordable housing. Participate in organizations that have a housing industry focus. Brief Housing Strategy Committee Members on trends in housing markets.

Assist the Community Development Authority with its housing initiatives. Research and analyze alternate funding sources for the development of affordable housing. Assist with planning, development, construction and financing of CDA affordable housing. Provide oversight for existing CDA housing.

Assist other departments and agencies in the creation of housing plans and the implementation of housing initiatives. Advise Planning, Community Development and Economic Development Divisions on the housing market. Participate in the creation of plans that address housing in the City. As needed, provide other City department and agencies with assistance on review of housing developments that have requested financial assistance from the City of Madison.

Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of and interest in federal, state and local housing programs, policies and initiatives that support vibrant communities. Working knowledge of real estate, finance, development, and management. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with organizations active in the housing market and in particular with organizations active in the affordable housing market. Ability to create and deliver presentations to large groups of people. Working knowledge and ability to use computer software including the use Microsoft Office Outlook, Word and Excel. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to gather, compile, analyze, and interpret housing related data. Ability to exercise judgment and discretion in completing independent projects. Ability to provide primary staff support to the policy review bodies including the Housing Strategy Committee and to facilitate the implementation of their decisions. Ability to assist in policy and ordinance development. Ability to attend meetings during the evening. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Five years of directly related professional experience in the finance or development of housing. Such experience would normally be gained after graduation from a college or university with a degree in real estate finance, real estate development, urban and regional planning, community development, or a related field. Possession of a Master's Degree in a field as described above may be substituted for 2 years experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Physical Requirements:

Employees in this position are expected to physically access and inspect neighborhoods to evaluate housing feasibility and needs. Otherwise work is performed in an office environment using standard office equipment such as a computer, telephone, copier, and fax machine. Employees may be expected to attend meetings during the evening or on weekends.

Department/Division	Comp. Group	Range
DPCED/CDA Housing	18	10

Approved: _____
Brad Wirtz
Human Resources Director

Date