

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Housing Initiatives Specialist

3. Working Title (if any):

Housing Specialist

4. Name & Class of First-Line Supervisor:

Susan Morrison, Community Development Supervisor

Work Phone: 266-1053

5. Department, Division & Section:

Department of Planning & Community & Economic Development  
Community Development Division

6. Work Address:

Madison Municipal Building  
215 Martin Luther King Jr., Blvd  
Madison, WI 53703

7. Hours/Week: 38.75

Start time:                      End time:

8. Date of hire in this position:

n/a

9. From approximately what date has employee performed the work currently assigned:

n/a

- 
10. Position Summary:

This is responsible, professional work involving the City's efforts to expand and improve the supply of affordable housing, ensure more equitable access to housing choices for Madison residents and promote healthy neighborhoods through support for quality housing stock. The work entails identifying housing needs based on analysis of available information, formulating strategies to address them, and playing a direct role in implementing specific policies and programs undertaken within the Community Development Division to meet identified goals.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 55% B. Coordinate and assist in the administration of housing-related programs, projects and contracts
1. Negotiate, prepare and administer written contracts, as assigned, with funded organizations.
  2. Coordinate and monitor the progress of City-funded housing development projects throughout the various review, approval and implementation processes.
  3. Analyze and evaluate complex development proposals with respect to their financial feasibility and conformance with specified application criteria, including adherence to regulations imposed in conjunction with relevant federal, state or local funding sources.
  4. Coordinate the development and implementation of funding processes that support housing activities, including the preparation of Requests for Proposals or Requests for Qualifications.
  5. Identify opportunities for the City to leverage other available funds from federal, state or local sources for housing activities, as well as any changes to City programs, funding processes, etc. that may improve the prospects for City-based projects to secure those funds.
  6. Work with the Division and other City staff to implement the City's housing strategies and to better coordinate, streamline and improve the different processes through which City agencies interact with housing developers with respect to specific projects.
- 25% A. Develop affordable housing policies and programs
1. Formulate specific policy and/or program recommendations that will help further the City's housing goals and objectives.
  2. Review and analyze available demographic and housing data such as the City's biennial housing report, the housing needs assessment, the Consolidated Plan and other pertinent sources for understanding the range of affordable housing needs with particular attention to housing for families with children, people with disabilities, people who are homeless or at risk of homelessness, and seniors.
  3. Review and analyze permanent supportive housing and rehabilitation of existing housing stock and homeownership, etc.
  4. Review and analyze the primary goals and objectives of established City land use plans and other related community and neighborhood plans that address issues related to desired growth and development patterns, transportation services and economic development strategies.
  5. Identify common barriers that limit access to affordable housing choices, particularly for households with low-to moderate-incomes and/or to populations of color.
  6. In concert with the City's Housing Initiatives Specialist and others, formulate specific goals and objectives to expand the supply of affordable housing and strengthen neighborhoods by making available a range of quality housing options and remove barriers that limit access to housing choices.
  7. Survey the inventory of existing resources, both public and private, that already exists to help address one or more of the City's housing goals and objectives.
- 20% C. Collaborate and support issues related to affordable housing, the improvement of housing stock and equitable access to housing choices in Madison.
1. Establish and maintain effective working relationships with key actors and stakeholders involved in the discussion and execution of plans, policies, programs and projects that address issues associated with the quality and availability of housing.
  2. Help to better coordinate and align Division housing activities with those undertaken by other City agencies, other funders, and the development community.
  3. Clarify and articulate measurable affordable housing-related goals and objectives and help document progress toward their achievement.
  4. Assist in the preparation of housing related elements of HUD-required plans and reports including, for example, the 5-Year Consolidated Plan, the Annual Action Plan and the Consolidated Annual Performance Report.

5. Serve as a primary resource within the Division on issues and background related to the identification of housing needs in Madison and efforts to address them.
6. Perform related duties as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of and experience with the array of funding sources typically used to finance housing projects and activities to include federal CDBG and HOME funds, low-income housing tax credits, HUD Section 8 rent subsidies and tax increment financing. Thorough knowledge of real estate development practices, finance and management. Working knowledge of federal, state and local housing programs, laws, regulations, policies and initiatives. Working knowledge of and experience with the application and evaluation process employed by WHEDA to allocate low-income housing tax credits. Knowledge of building construction practices and codes. Working knowledge of and ability to use computer software including Microsoft Office Outlook, Word and Excel. Ability to gather, compile, analyze, and interpret housing-related data. Ability to communicate both orally and in writing. Ability to create and deliver presentations to large groups of people. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses and to conduct research. Ability to establish and maintain effective working relationships with colleagues, supervisor, public officials, private developers, contractors, citizen groups and community residents. Ability to work with multicultural populations. Ability to attend meetings during the evening. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possessions of a valid driver's license or the ability to meet the transportation requires of the position.

15. Physical requirements:

Ability to drive through neighborhoods and visually observe and inspect neighborhoods and property.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

\_\_\_\_\_  
 EMPLOYEE

\_\_\_\_\_  
 DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.