

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION  
HOUSING AND COMMUNITY DEVELOPMENT GRANT COORDINATOR**

**GENERAL DUTIES:** Under general supervision of the Deputy Director of Community Development, administer the City of Gilroy's Housing and Community Development Grant program, including application for funding, annual performance reports, and housing rehabilitation.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Administer the Federal Housing and Urban Development (HUD), Community Development Block Grant (CDBG), Housing Trust Fund programs and other related programs such as the California Disaster Assistance Program.
2. Prepare five year Consolidated Plan for housing and community development activities.
3. Prepare annual application for HUD funds, Mortgage Credit Certificate (MCC) Program and other funds as they are available to the City.
4. Prepare annual performance report, budgets, detailed reports, and maintain necessary program activity.

5. Represent the City at meetings with Entitlement Cities, HUD, the County of Santa Clara and other special purpose committees.
6. Make presentations and recommendations to the City Council and attend public meetings related to the Housing and Community Development (HCD) program.
7. Work with other City departments as required, to ensure that projects are progressing.
8. Assemble pertinent financial and housing information from individual and non-profit applicants and analyze same for debt serviceability and program eligibility.
9. Monitor rehabilitations in progress, acting as liaison between applicants, City and contractor and grant funding agencies.
10. Supervise the Housing and Community Development Technician position.
11. Supervise employees of the Housing and Community Development grant programs.
11. Work with financial institutions and the public in securing and processing loans.
12. Perform field inspections to verify project completion.
13. Monitor and follow up on loan payments.
14. Monitor contract compliance per Federal Law. (NEPA, Davis-Bacon, Non-Profit Sub-recipients)
15. Review new housing and community development legislation and programs for applicability in Gilroy.
16. Perform related duties as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Budgeting.
2. Loan underwriting.
3. Supervisory skills.
4. Personal Computer skills.
5. Report writing skills.

**KNOWLEDGE:** Knowledge of:

1. Principles and basic elements of legislation establishing Housing and Community Block Grant programs.
2. Procedures and standards required in the planning and development of local grant program proposals.
3. Accounting principles and practices.
4. Federal Environmental Regulations.
5. Federal Fair Housing Laws.
6. Tax Credit Laws.
7. Required elements of grant performance reporting.
8. Principles and practices of management and supervision.
9. Loan underwriting criteria and debt serviceability criteria.
10. Resources for economic and community development for blighted and low income areas.

**ABILITIES:** Ability to:

1. Plan, organize, and supervise the activities involved in carrying out the provisions of the Community Development Block Grant program, and programs funded by the local Housing Trust and other related programs as funding becomes available.
2. Ensure that proposals are prepared and submitted in form and in time to provide funding available under existing and future legislation.
3. Develop and maintain effective working relationships with funding agencies, lending institutions, business and community groups, other public agencies and the general public.
4. Establish and maintain complete and accurate records of funds and activities falling under housing, rehabilitation, and other related programs.
5. Communicate effectively orally and in writing.
6. Establish and maintain effective working relations with co-workers and the public.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier

5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Postage meter and scale
10. Polaroid or digital camera
11. Presentation equipment, microphones, easels, overhead projectors, etc.
12. Specialized computer software
13. Automobile, utility truck or van

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, and boxes of work-related material:

1. Sitting, for prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections, enforcement activities, etc.
3. Standing, during Council meetings or other public presentations, for up to an hour.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and in using office equipment.

**SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter and scale, camera, microphone, overhead projector, easel, or automobile. All senses are used in the field during site visits and inspections:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

**Office Conditions:**

1. Indoors: Typical office conditions, over 75% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink

pens, copy machines, or other office-related equipment.

**Field Conditions:**

1. **Outdoors:** Typical field conditions during site visits and inspections, less than 5% of the time.
2. **Travel:** Under varying conditions via automobile or plane, less than 20% of the time.
3. **Flooring:** Asphalt, grass, dirt, wood, carpeting, linoleum, tile, uneven surfaces, etc.
4. **Noise Level:** Minimal to low levels during site visits or inspections.
5. **Lighting:** Normal outdoor conditions, with some exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditioning provided by vehicle.
7. **Dust or Fumes:** Normal outdoor levels associated with construction and inspection activities.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, microphone, overhead projector, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle or when visiting a site during inspection and construction activities.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Education and experience equivalent to a Bachelor's degree in Public Administration, Planning, Business Administration or a closely related field and three years of experience implementing a Community Development Block Grant or urban renewal program. A minimum of one year of supervisory experience is required.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. Pass a post-offer medical examination, which includes a drug test.
4. Prefer bilingual (English/Spanish).
5. Pass a Department of Justice criminal record for employment.
6. Prefer non-tobacco user.