



Housing Program Assistant

General Information

Classification Code:	ADMSPC
Effective Date:	June 14, 2024
Pay Grade:	B23
FLSA Status:	Non-exempt

Position Summary

The Housing Program Assistant performs duties to carry out the City’s Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and related grants and programs. Under higher-level guidance, administers the Springfield Home Repair Program and supports other programs and projects included in the adopted Annual Action Plans to implement the Eugene-Springfield Consolidated Plan. Performs related duties as assigned.

Classification Characteristics

The Administrative Specialist is the second level in the Administrative Support series and is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. Incumbent makes programmatic decisions independently within the scope of the position and based on program policy and applicable federal regulations. They have a choice as to how and when the operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level support staff.

This is the advanced level within in the Administrative Specialist classification. This position requires an advanced understanding of rules, regulations and laws governing public recruitment processes. Duties are performed independently under general guidance from a supervisor.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Collects information for special studies to assist professional staff associated with community development and housing of low-income City residents. Assists with the research, design, and implementation of new programs for Housing and Community Development.
2	Provides program information to the public, non-profit organizations, staff, and contractors. Coordinates appointments with internal and external individuals, groups, and organizations related to the preservation of existing housing stock and homeownership opportunities.
3	Requests and verifies income documentation of applicants to determine eligibility for grant and loan programs. Reviews proposals including requested home repairs and home purchases for conformance with program requirements. Conducts basic environmental reviews and site inspections.
4	Prepares project set-up documents. Issues work orders to contractors for needed home repairs and accessibility improvements. Verifies authorized work is completed. Reviews invoices for accuracy and conformance with contract requirements. Maintains records to track expenditures to ensure compliance with program limits.

Essential Duties	
5	Participates in various projects involving downpayment assistance, neighborhood improvements, social services, public facilities, and housing. Assists in the preparation of loan documents, contract documents, and closing documents for community development and housing programs. Coordinates with subrecipients of federal grants.
6	Participates in the preparation of annual and quarterly reports to the US Department of Housing and Urban Development and other federal, state, and local agencies. Collects and documents data to comply with all federal, state, and local regulatory requirements.
7	Provides budget preparation support and monitoring duties. Collects fiscal data, maintains spreadsheets, and completes basic computations to ascertain budgetary needs. Prepares and processes reports, forms, and records, such as requests for payments, purchase orders, invoices.
8	Provides staff support to committees and others involved with housing and community development programs/projects. Prepares public hearing notices, meeting packets takes minutes, and maintains mailing lists.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Associate degree or two-year technical certificate, and 5 or more years of progressively responsible support experience or an equivalent combination of education and experience to successfully perform the duties.
<p>Licensing/Certifications:</p> <ul style="list-style-type: none"> Valid Oregon driver’s license at time of appointment and ability to maintain.
<p>Technology Skills:</p> <ul style="list-style-type: none"> Accounting & financial software - Fund accounting software Calendar and scheduling software - Microsoft Outlook Desktop communications software — Microsoft Teams Document management software — Microsoft SharePoint, LaserFiche, PDF Editor Electronic mail software – Microsoft Outlook Federal grant management and reporting databases – IDIS and HEROS Internet browser software - Microsoft Internet Explorer and Google Chrome Office suite software - Microsoft Office (Excel, Word, Access, PowerPoint, etc.) Phone software: MiCollab Time accounting software – Peoplesoft payroll Video conferencing – Teams and Zoom
<p>Knowledge Required:</p> <ul style="list-style-type: none"> Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, transcription, meeting minutes, designing forms, and workplace terminology. Community Development Block Grant (CDBG) and HOME Programs – Knowledge of these federal regulations as they relate to city programs and projects. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Qualifications

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Real estate – Knowledge of key aspects of land use and entitlements, property due diligence, financing and acquisition
- Residential construction and repair – Basic knowledge of residential repairs and improvements.
- Research and Analysis – Knowledge of data gathering techniques, trend identification, quantitative and qualitative analysis, and report writing.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Cross Cultural Communication – Ability to communicate with people from different cultures.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.		X			
Sitting					X	11-20 lbs.	X				
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors		X			
Twisting		X				Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing	X					Chemical Agents	X				
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs		X				Noise – High	X				
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling		X				Vibration – whole body	X				
Keyboarding					X	Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.		X				Driving – vehicle/equipment		X			
11-20 lbs.	X					Operate foot controls	X				
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking				X	
76-100 lbs.	X					Hearing				X	
						Extended work hours	X				

Classification History

2012.01 – Created & adopted
 2024.06 – Revisions & reformatting by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____