



Job Title: Housing Program Manager
Department/Div: Planning, Development & Codes
Reports To: PDC Director
Salary Range: \$69,204.14 - \$89,303.38

FLSA: Exempt
EEO-4 Code: PARA PROF
Date: 07/10/2024

JOB SUMMARY

The Housing Program Manager is responsible for implementing the City of Brunswick's Affordable Housing Plan and Neighborhood Revitalization Program under the general direction and supervision of the Department of Planning, Development, Housing and Codes Director. In doing so, the Manager shall follow the Policies and Procedures adopted by the City Commission for implementing the Housing Plan as approved and amended from time to time. The Manager shall also be responsible for recommending amendments to the Affordable Housing Plan

As a manager of a major function for the Department, the incumbent will function as a principal professional staff member of the Department and assist the Director as requested with other technical and management needs of the department.

MAJOR DUTIES

1. Complete understanding and ability to implement the city's Affordable Housing Plan and Neighborhood Revitalization Program and the adopted Policies and procedures approved by the city to guide the program's implementation.
2. Complete understanding of the CDBG Home Repair and Improvement Program being implemented by the Department of Neighborhood and Community Services and its special management, reporting and technical requirements for implementation.
3. General knowledge of housing renovation and construction and related components including stages of construction, inspection requirements, etc.
4. Solicit and develop the participation of developers and contractors for rehabilitation of homes and maintain an inventory of qualified firms. As necessary develop an outreach program to encourage additional contractor participation. Develop policies and procedures for periodic and prompt payment of invoices submitted by contractors for work completed and materials on hand for repairs.
5. Supervision of property owner applicant intake, home inspection, rehabilitation project specifications and contracting and individual project close-out activities (up to 5 staff positions) relating to implementing the housing rehabilitation program, including:
 - a. Maintaining a public outreach and intake application system for property owner participation in the housing rehabilitation program.
 - b. Review of applications for participation and financial assistance for determining eligibility for financial assistance.
 - c. Inspection of applicant housing to determine needed rehabilitation to meet program standards and housing code requirements.
 - d. Preparation of housing rehabilitation work write ups, including cost estimates, for review with property owners.
 - e. Solicitation of quotes or bids for work needed for each unit.
 - f. Oversee and inspect work being performed under the direction of the city on owner's dwelling and approve final completion inspections and payments to contractors.
6. Maintain a thorough knowledge and understanding of all housing and building codes adopted by the city and their administration by department staff.
7. Develop and maintain a database of typical home rehabilitation costs based on contractor quotes and

bids received by the Department to use in evaluation and estimating costs for rehabilitation projects being considered.

8. Oversee maintenance of a system of records for each home rehabilitation project ensuring that all property files are complete and follow department guidelines and requirements for content.
9. Provide periodic staff training and oversight to assure compliance with program policies and procedures. Hold group training meetings from time to time to review program goals and operation policies.
10. Identify and work with outside agencies including (but not limited to) the Land Bank Authority, the Housing Authority, Habitat for Humanity, and others to achieve department objectives.
11. As requested by the Department Director, prepare, and deliver a quarterly report for the City Commission outlining the housing program accomplishments and goals.
12. Develop and maintain a public information program for property owners within Target and Focus areas to encourage property owner participation in the program.
13. Assist the Department Director with the preparation of grant applications to assist the city in funding the continuing operation of the program.
14. As a program manager, maintain a professional relationship while working cooperatively to accomplish program goals and objectives.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of general office practices, procedures and tools.
2. Skilled in the use of computers for data management and storage, creative design, cost estimating for construction projects.
3. Good public communication skills both oral and written.
4. Able to adapt to changing situations and challenges in the workplace.
5. Able to prepare concise and accurate written reports for the Director, City Management, and City Commission.
6. Willingness to accept new challenges and develop innovative solutions to complex problems.
7. Ability to read and comprehend complex documents and plan drawings used for construction of facilities.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the city codes and ordinances, state and federal law, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related code inspection and enforcement duties. Strict regulations combined with the unique circumstances of each case in question contribute to the complexity of the position.
- The purpose of this position is to perform code inspection and enforcement duties. Success in this position contributes to the enforcement of city codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of other law enforcement agencies, county personnel, representatives of state agencies, business owners, bank staff, court personnel, property owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work environment is typically in an office area or at the site of a housing rehabilitation project. This may include climbing stairs or ladders, inspection of attic and under-floor crawl spaces.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in public administration, building construction and management, city planning or architecture or related field preferred (related experience of at least seven (7) years in the housing industry may substitute for education requirements)
2. At least 5 years of increasingly responsible professional level work in the public or private sectors in related fields.
3. Or a combination of education and experience deemed appropriate by the hiring authority.
4. Valid State of Georgia Driver's License

The City of Brunswick is an Equal Opportunity and E-Verify employer.