

ADMINISTRATIVE AIDE - HOUSING

DEFINITION

Under general supervision, performs routine administrative tasks, field inspections, and difficult or complex clerical duties with an emphasis on the administration of the Federal HUD Community Development Block Grant Program (CDBG) and Federal, State and local housing programs; prepare related environmental documents; performs related duties as required. This position is limited term, grant funded, and may also fluctuate between full time and part time, depending on the availability of funding.

REPRESENTATIVE DUTIES

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Administers and monitors CDBG grants, contracts and agreements; interprets and implements grant guidelines; performs income verifications and applicant screening.
2. Makes public presentations, as well as instructs First Time Home Buyer Classes in English and Spanish.
3. Researches, compiles, tabulates, and analyzes factual data; prepares written correspondence, draft reports and related documents, and makes written recommendations based on interpretation and analysis of factual data, policies, regulations, ordinances, work production records, simple technical documents, or observations.
4. Promotes and publicizes projects; prepares graphic displays and exhibits; designs brochures and pamphlets; writes press releases and public service announcements; answers public inquiries and investigates complaints; conducts facility tours; may present training sessions and workshops and make public presentation on work projects.
5. Makes field visits to observe and gather data to assess the project progress or investigate complaints.
6. Performs a variety of specialized clerical duties associated with projects and in support of the operation of the department; may function as special staff assistant or office manager and oversee the work of others.
7. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads, and Division Chiefs.
8. Performs related staff support functions for the Arts Commission, including preparation of staff reports, and making presentations to the Commission.

9. Evaluate Federal and State funded projects/programs relative to appropriate standards of the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with an Associate's degree in business or related field and four years of clerical experience that involved independent research and/or report compilation or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Basic knowledge of Federal regulations for CDBG, Federal and State Housing and Grant Programs, municipal organization; data collection compilation and analysis techniques; graphic display and report writing styles and techniques; intergovernmental relations and administrative organization.

Ability to:

Collect, interpret, and analyze data; prepare graphic displays and written reports; read, understand and interpret regulations, ordinances, and simple technical documents; suggest procedural or work methods improvements; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; communicate effectively, both verbally and in writing; use correct English including grammar, punctuation, and spelling; understand and follow verbal and written directions; analyze situations and resolve within established policy; type at a rate sufficient to perform duties.

Special Requirements

Possession of or ability to obtain a valid California Driver's License. Bilingual – Able to fluently speak Spanish. Bi-literate preferred.

Physical Demands

Strength, dexterity, coordination and vision to use a computer for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs., such as files, stacks of papers, and other reference materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Occasional exposure to unsanitary and/or unpleasant elements such as dust, fumes and odors may occur when conducting project inspections. Temperature fluctuations will occur due to both seasonal extremes while working in- and outdoors. Video display terminal is used on a daily basis. Periodic contact with angry and upset individuals. Independent travel throughout area may be required.

Date Adopted: April 30, 2014