

## **CITY OF FONTANA HOUSING TECHNICIAN**

**DEFINITION:** Under general supervision of the Bureau Director participates in the implementation of a wide variety of housing program including but not limited to the Great Neighborhoods Beautification program Multi-Family and Single Family Revitalization Programs.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Assist the public and contractors in person or on the telephone; provide general housing information on departmental/City policies and procedures as assigned.
- Evaluate and determine eligibility of housing program applicants.
- Develop and lead contractor meeting presentations.
- Monitor contractor agreements; verify City requirements for compliance.
- Prepare and record construction documents; rehabilitation work write-ups, notice of completion and construction draws.
- Organize and plan construction bid process and work schedules.
- Assist in the coordination and monitoring of the assigned Great Neighborhoods Program budget and expenditure projections.
- Prepare loan documents and real estate escrow process.
- Reconcile monthly escrow reports; verify payment draws are accurately entered.
- Monitor and investigate Multi-Family Bond Projects for Regulatory Agreement compliance and HUD reporting requirements.
- Organize and maintain department files and records such as budget, project, case records; maintain manuals and update contractor specification requirement materials.
- Develop and revise forms and report formats.
- Prioritize and coordinate work assignments; review work for accuracy.
- Administratively support the Bureau staff, including, but not limited to routine clerical work including filing, typing, checking and recording of information.
- Perform assigned duties with efficiency, firmness, tact and impartiality.
- Independently prepare routine correspondence and memorandums.
- Communicate effectively, both orally and in writing.
- Work independently and meet required deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position

requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- The principles and techniques of business correspondence development.
- Correct English usage, spelling, grammar and punctuation.
- The basic procedures and techniques of budget preparation and accounting.
- Modern office procedures, methods and computer equipment and software.

**Experience:** Two years of increasingly responsible clerical and technical experience and familiarity with Community Development block Grant funded programs. Experience in new housing or rehabilitation construction is preferred.

**Education:** Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.