



CLASS SPECIFICATION

Class Code: 60018926
Date Established: 04/2021
Last Reviewed: 05/2023
Last Revised: 05/2023
Last Title Change:
FLSA: exempt
Probation: 12 months

HOUSING AND GRANTS SPECIALIST

DEFINITION

Under general supervision, develops and manages housing programs and projects for people experiencing homelessness; identifies and expands grant funding sources to develop grant support efforts; performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, public administration, political science or a closely related field AND three years of full-time experience in policy analysis/development, program development, or advocacy and lobbying; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

May provide lead direction over assigned staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop housing programs and related projects to effectively address transitional, low income, and affordable housing needs.

Develop and recommend policies, strategic direction, and initiatives to support programmatic objectives.

Monitor local and regional affordable housing trends, identify gaps in service, and best practices to enhance housing program initiatives.

Research, identify, expand, and secure available federal, state, local and private grant funding sources; work closely with the County Grants Administrator on grant review, compliance, and support related functions.

Administer the Affordable Housing Trust Fund and oversee the effective implementation of funding sources related to housing programs.

Develop partnerships with internal and external stakeholders to develop the housing program and efficiently utilize available resources to ensure successful program implementation.

Lead, plan, and review the work of assigned staff; provide training in proper work methods and techniques and provide input for performance evaluations,

Train assigned employees in work methods, techniques, use and operation of equipment.

Monitor activities of housing programs and projects by evaluating compliance with regulations, policies, and best practice; review program outcomes and effectiveness; monitor progress to make appropriate recommendations.

Prepare and present written and oral reports containing detailed findings and recommendations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental and countywide policies and procedures.

Organizational structure of the assigned department and Washoe County as it relates to programs and activities of assigned area(s).

County grant development and administration techniques.

Computer software specific to the department/division.

Ability to:

Manage the operations and services of program functions to accomplish established goals and optimize efficiency.

Develop new housing initiatives to address long-term strategic goals.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Program or project planning and development methods and techniques.

Principles and practices of strategic planning, process improvement, policy development and performance measurement.

Basic principles and practices of grants administration.

Ability to:

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications where necessary.

Effectively represent the program in contacts with clients, the public, community organizations, and other governmental agencies.

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Interpret applicable federal, state, and local regulations and requirements pertaining to program area.

Interact effectively with individuals in stressful situations and maintain client rapport on an individual basis in person and over the phone.

Research, compile, analyze, and interpret data and information; write cohesive administrative summaries, reports, and other documents.

Communicate effectively both orally and in writing, with people of diverse backgrounds.

Provide training and feedback to assigned staff.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs.
Ability to use modern office equipment including computers, copiers, printers, telephone, and FAX machine.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.