

*UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION*

**POSITION:** Community Housing Assistant  
**CLASSIFICATION:** **Grade 6**  
**REPORTS TO:** Housing Department Head

**TYPE OF WORK:**

Works under the direction of the Housing Department Head. Responsible for providing community development administrative and technical assistance to UERPC and its individual member cities and counties. Assures compliance with local, state and federal codes and standards. Coordinate, implement and evaluate all housing programs (CDBG/HOME/Housing Trust Fund/ Section 8) under contract with the Upper Explorerland Regional Planning Commission.

**DUTIES:**

- Assist to update contractor work specifications, bid documents, contracts, contract conditions and contract assurances.
- Assist with work write-ups, bid estimates, bid advertisements, review bids, process requests for payment and complete project close-out including mortgage filing, disposition of funds, warranties, lien waivers, owner satisfaction and final payment.
- Assist with depositing of receipts and posting of payments to appropriate ledgers as assigned.
- Assist with program coordination including routine financial reports, program management reports, and internal controls.
- Complete internet searches for appropriate demographic and environmental data.
- Prepare, maintain, update, and complete required reports to regulatory agencies.
- Provide assistance to local governments, citizens and interest groups in obtaining information regarding technical assistance provided by UERPC.
- Periodically attend training sessions to improve effectiveness as a staff member of UERPC.
- Prepare monthly and quarterly reports specific to housing. Prepare other reports as assigned.
- Update and maintain general and individual participant's information files specific to housing programs.
- Provide information to officials regarding housing improvement planning.
- Take client applications, verify eligibility and verify eligible immigration status and criminal history.
- Provide technical information to interested parties on available housing and housing programs.
- Update and maintain general and individual participant's information files for the Section 8 programs and client files.
- Process client files in a timely manner.
- Be able to work with the mentally challenged and very low and low-income participants who are sometimes hostile and violent.
- Work with other agencies (banks, realtors, Community Action, USDA-RD, Architects, Engineers, etc.) to coordinate services.
- Attend city council meetings and other meetings as necessary.
- Assist with grant writing for housing programs.
- Assist with SHPO clearance.
- Order office supplies and coordinate with other necessary vendors.
- Attend annual meetings, take minutes & prepare training notices for the NE Iowa Safety Alliance.
- Serve as Secretary and record minutes on various boards.
- Manage apartment complexes in 2 locations.
- Update Section 8 rent reasonableness.
- Prepare and mail out annual re-exam packets to Section 8 tenants.
- Create UERPC monthly newsletter.
- Other duties as assigned by the Housing Department Head.

## QUALIFICATIONS:

Graduation from two year community college program or four-year college with office practice subjects and two years of clerical and typing experience, or an equivalent combination of training and experience. College and/or community college classes, courses and trainings are recommended. Bachelor's Degree preferred.

Excellent written and oral communication skills to effectively and positively promote the services of UERPC to the public. Excellent knowledge of general office equipment including computers using word processing, Publisher, Power Point and spreadsheet programs. Ability to keep current with technological changes.

Ability to follow written and oral instructions; ability to work on your own and to take on added responsibility as needed; ability to work with and for the general public.

Must possess a valid driver's license, a clean driving record and be insurable under UERPC's insurance policies. Must be able to lift 35 pounds from the floor.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute either a contract of employment nor later my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

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Employee's Signature

Date

Immediate Supervisor

Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.