

**HOUSING DEVELOPMENT SPECIALIST
OCCUPATIONAL GROUP [324]**

HOUSING DEVELOPMENT SPECIALIST TRAINEE

Duties and Responsibilities

Under close supervision, performs routine coordination or analytical work involved in the development or implementation of housing programs designed to preserve and upgrade neighborhoods or to improve urban renewal areas or public and private housing; receives training on the Housing Development Specialist Assignment Level I in the above areas; performs related work.

Examples of Typical Tasks

Is trained in and performs the following:

Performs routine comparative analysis of building and neighborhood conditions, as part of such studies may utilize quantitative techniques.

Assists in providing information on City housing programs to community groups, tenants, owners and others.

Monitors and assists in the preparation of contracts involved in housing projects and programs.

Assists in the preparation of reports, charts, maps and other documents relating to housing programs, projects and studies.

Assists in the negotiation and packaging of loans relating to housing programs.

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CODE NO. 22506

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HOUSING DEVELOPMENT SPECIALIST TRAINEE (continued)

Examples of Typical Tasks (continued)

Collects information and field data and assists in research related to the development and implementation of housing programs.

Qualification Requirements

1. A baccalaureate degree from an accredited college.

Direct Lines of Promotion

This is a two year trainee class of positions. After one year of satisfactory experience and a performance evaluation of at least "Good", the Trainee will move to Assignment Level II. If the new Trainee has one year of additional full-time experience beyond the minimum entrance requirements in the appraisal, financing, negotiation, or disposition of real property, or one year performing analytical or coordination work related to housing programs, the incumbent may be appointed at Trainee Level II. If the new trainee has a Master's degree in urban planning, economics, or a closely related field, the incumbent will be appointed at Level II. After a year of satisfactory service and performance evaluation of "Good" or better as a permanent Trainee Level II, the employee will mature, without further examination, to the title of Housing Development Specialist Assignment Level I (22507), subject to a one year probationary term in that title.

From: None

To: Housing Development
Specialist (22507)