

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
September 29, 2016

Job Title: Neighborhood & Housing Specialist
Department: Planning
Salary Range: \$46,145 - \$56,221 DOQ
Deadline: Open until position filled

GENERAL DEFINITION OF WORK:

Preserves the physical and social neighborhood fabric of Shaker Heights through initiatives that increase cohesiveness, desirability, attractiveness and stability. Assists with the City's Housing and Neighborhood Plan. Performs intermediate technical and professional work to enhance the quality of Shaker Heights neighborhoods and housing stock. Leads neighborhood engagement program. Assists residential property owners with housing repair and rehabilitation. Encourages property upgrades and high standards of property maintenance; does related work as required. Work is performed under the regular supervision of the Principal Planner.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Develops, promotes and implements financial assistance and other programs to encourage high quality housing in Shaker Heights; leads neighborhood engagement program; provides residential property owners with information and guidance regarding housing repair and rehabilitation; works with contractors; makes site visits; prepares and maintains detailed records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and leads the neighborhood engagement program.
- Develops, manages and promotes home maintenance and neighborhood improvement grant programs to residents; makes presentations before community groups; assists with the development of public information and public relations documents; develops and conducts public and staff education efforts.
- Assists property owners in assessing needs and determining repairs and financial options; provides general financial counseling; conducts interviews for financial assistance; compiles required financial information and assists owners in preparing loan and grant applications.
- Collaborates with County and local agencies and non-profit organizations to connect Shaker residents with appropriate resources to improve household, financial and housing stability; works with other City departments to identify and coordinate assistance available to property owners.
- Encourages owner investment, maintenance and repair of properties through owner education, technical assistance, presentations and articles, organization of specialized workshops, and related activities.
- Develops, promotes, and implements landlord training and other programs to encourage high quality properties and responsible rental property owners.
- Develops specifications for procurement process; assists in preparation of bid packets; reviews and analyzes bids and develops budgets; monitors contractors during the construction process.
- Prepares a variety of reports as required; maintains detailed records, files and logs related to housing rehabilitation activities.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods and procedures of residential building repair and maintenance; thorough knowledge of available neighborhood/housing grants, loans and services; ability to interpret financial documents; knowledge of the local real estate and housing markets including familiarity with fair housing practices and property management issues; skill in working with people of diverse backgrounds; ability to be tactful in sensitive situations; general knowledge of inspection processes and procedures; ability to develop action plans and construction specifications; ability to read plans and blueprints and to develop repair and rehabilitation budgets; ability to make mathematical computations; ability to prepare and maintain computerized records and files; ability to establish and maintain effective working relationships with property owners, contractors, financial institutions, City staff and the general public. Proficiency with computer programs: MS Word, Excel, Access database, PowerPoint; knowledge of internet research and use of digital camera.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration, real estate or related field. Experience in neighborhood engagement tactics and activities. Considerable experience in construction and architectural conservation practices and techniques, including some experience in grant/loan administration and residential rehabilitation project management.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE SEND RESUME AND/OR CITY APPLICATION TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.

E-MAIL: human.resources@shakeronline.com Application available online at shakeronline.com

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