

**HOUSING PROGRAM PLANNER**

Pay Grade: 14

Position Type: Full-Time

FLSA Designation: Non-Exempt

Hybrid Remote Work: Eligible

Effective: January 2024

**General Statement of Duties:**

Performs a variety of duties related to planning and administering local and affordable housing programs in compliance with federal, state, and local regulations and established procedures in the Community and Economic Development Department; performs related tasks as required.

**Classification Summary:**

The primary function of an employee in this class will be overseeing and coordinating various housing programs, initiatives, and projects to ensure that McCall residents have access to safe, affordable, and sustainable housing options. The Housing Planner will work closely with the relevant agencies, community organizations, and stakeholders to address housing needs and implement the McCall Area Local Housing Plan and other related Plans and policies. Work is performed under the general supervision of the Community and Economic Development Director, with considerable latitude granted for independent judgment and initiative. The duties of the position are performed in a public building environment and outdoors and may include exposure to adverse weather conditions.

Supervision Received:Community and Economic Development Director

Supervision Exercised: None

**Essential Job Functions:**

# Develop programs and implement strategies in the McCall Area Local Housing Plan as directed by the Community and Economic Development Director.

# Administer City of McCall’s Local Housing Deed Restriction program.

# Lead requests for proposals, execute, and monitor contracts related to housing funding or programs.

# Work with the development community to facilitate local housing units and their development.

# Develop, implement, and manage housing programs and initiatives to address the housing needs of McCall residents.

# Collaborate with local agencies, nonprofits, and stakeholders to coordinate resources and support for affordable and local housing projects.

# Update the data in the housing needs assessments for the City of McCall as needed.

# Assist in the development and administration of housing-related policies and regulations.

# Develop and implement resources for residents seeking housing assistance.

# Maintain accurate records and data related to housing programs, initiatives, and projects.

# Prepare reports and presentations on housing-related matters for City Council, other agencies, community groups and stakeholders.

# Peripheral Job Duties:

* Stays informed of legislation, new regulations, and trends in the housing field.
* Performs other related duties as required.

Note: The functions and duties listed are intended only as illustrations of the types of work that may be 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. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**Knowledge, Skills, and Abilities:**

Knowledge of:

* Strong organizational and project management practices.
* Excellent problem-solving and decision-making abilities.
* Proficiency in data analysis and reporting.
* Effective communication and presentation methods.
* Federal, state, and local housing programs and regulations including LIHTC, CDBG, HOME programs.
* Grant writing and securing funding for housing projects.
* Sustainable housing practices and energy efficiency.
* Affordable housing development and financing,
* Housing Incentive programs such as density bonus programs, zoning exemptions and tax benefits.
* Fair housing laws and regulations.
* Land use planning and/or community development.

Ability to:

* Be detail oriented.
* Consistently demonstrate exceptional communication and interpersonal skills.
* Work independently and in a team.
* Follow written and oral instructions.
* Deal with difficult situations and independently resolve problems through application of precedent, reasoning, and judgment within the confines of laws and policies.
* Understand, interpret, explain, and apply federal, state, regional and local law, regulations, policies, procedures, and standards related to housing.
* Interpret maps, site and building plans and specifications, graphs, and statistical data.
* Understand and apply City policy in formulating recommendations on housing.
* Research, analyze and summarize housing data both manually and with computer programs.
* Present ideas and requirements clearly and persuasively, orally and in writing.
* Prepare clear and concise technical documents, reports, correspondence, and other written materials.
* Exercise sound independent judgment and reach appropriate conclusions within established policies and guidelines.
* Establish and maintain effective working relationships with developers, property owners, elected officials, City staff and others encountered in the course of work.
* Operate standard office equipment.

**Acceptable Experience and Training:**

* Bachelor’s degree is required.
* Minimum of 3 years of experience in housing policy and/or program related roles.
* Familiarity with public sector or non-profit housing programs, regulations, and policies.
* Strong understanding of housing market trends and challenges.

*Or*

* Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the described work.

Additional Position Requirement or Special Qualification:

### Valid driver’s license.

### Relevant certifications preferred, for example AICP.

**Essential Physical Abilities:**

* Must have sufficient clarity of speech and hearing to communicate in person, before groups, by telephone, and to discern verbal instructions.
* Must have sufficient vision to read, comprehend, and prepare written material and instructions, view a computer screen, and supervise, and react to physical activities.
* Must have sufficient manual dexterity to operate standard office equipment, access, enter, and retrieve data using a computer keyboard or calculator.
* Must have sufficient mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings.
* Must have sufficient personal strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points and the ability to occasionally lift, carry, push, and pull materials and objects up to 30 pounds to perform the required job functions.

Reasonable accommodation will be made as needed for individuals on a case-by-case basis.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**Working Conditions:**

On limited occasion, employees may be required to work an evening, weekend, holiday, or participate in an afterhours assignment.

The City of McCall does not discriminate based on race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services and complies with the provisions of the Idaho Human Rights Act.

The City of McCall is an Equal Employment Opportunity Employer.