



Code: 1438

Family: Planning and Urban Development
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Planning

CLASS TITLE: HOUSING DEVELOPMENT COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, the class works with new and existing Housing Preservation Programs to assemble single and multi-family housing projects in low to moderate income communities. The position is also responsible for the coordination and development for the acquisition of property and land for rehabilitation, re-occupancy, and home ownership; and performs related duties as required

ESSENTIAL DUTIES

- Identifies and coordinates opportunities for the acquisition of property and land for rehabilitation, re-occupancy, and home ownership
- Coordinates the contract renewal and ordinance process for Housing Preservation Programs
- Provides oversight to new and existing housing preservation developments
- Reviews and approves annual housing preservation program budgets
- Facilitates and coordinates development efforts for new construction and rehabilitation projects
- Conducts and arranges site visits to developments, as required
- Identifies vacant, troubled, and abandoned buildings and city-owned parcels for future development and coordinates efforts with departmental divisions and governmental agencies to acquire land for proposed housing developments
- Oversees and coordinates planning and reviews programming to ensure proposed developments are compatible with long-range revitalization plans
- Meets with community organizations, alderman, and private developers to discuss concerns pertaining to proposed development projects
- Prepares executive summaries, reports, and ordinances to be presented at City Council proceedings
- Engages with Housing Preservation program managers for MMRP, TBI, and Rebuild to connect opportunities for development with program participants
- Acts as liaison to delegates and developers for reporting and vouchering

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration or directly related field, plus three (3) years of residential and/or commercial lending experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *real estate lending principles and practices
- *housing programs and processes

Moderate knowledge of:

- *project management methods, practices, and procedures
- *report preparation methods, practices, and procedures
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **COORDINATION WITH OTHERS** - Adjust actions in relation to others' actions
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- ACHIEVEMENT/EFFORT - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

CODE: 1438

CLASS TITLE: HOUSING DEVELOPMENT COORDINATOR

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2022