

CITY OF BURBANK

HOUSING SERVICES ASSISTANT

DEFINITION

Under supervision, to perform a variety of work relating to the administration of programs to provide low and moderate income housing, including subsidized rental housing, construction of affordable housing, and housing rehabilitation; and do related work as required.

ESSENTIAL FUNCTIONS

Assists in the screening, interviewing, and briefing of applicants for rental assistance and loan programs; computes rental rates and processes applications; prepares bid packages for the selection of contractors to perform residential rehabilitation projects; may inspect residential properties for decent, safe, and sanitary conditions as defined in regulations; researches, prepares, and processes corrective action letters to owners of rental properties; receives and responds to inquiries and complaints; evaluates applications and determines eligibility for participation in low and moderate income housing programs; processes warrants and contractor payments; prepares loan documents and legal agreements; processes loan payoffs; prepares reports and correspondence; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - modern office methods, procedures and equipment; English language usage, spelling, grammar, and punctuation; basic arithmetic.
- Skill in - communicating technical information in a clear and concise manner both orally and in writing; making calculations and working with numerical data; evaluating and verifying information accurately; preparing documents, reports, and correspondence; bilingual ability (English/Spanish) may be required.
- Ability to - understand and explain federal, state, and local regulations; communicate program guidelines and eligibility requirements to a diverse citizen population; explain various aspects of building safety and repair; independently identify and resolve routine problems related to implementation of low and moderate income housing programs; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and one year of recent experience in the administration of low and moderate income housing programs, including Section 8, rehabilitation and/or construction.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.