

HOUSING OUTREACH SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Commissioner of Development and Planning and in cooperation with other professional staff of the department, the Housing Outreach Specialist is responsible for housing counseling services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements a comprehensive plan for targeting housing development;
- Identifies projects and buildings suitable for homeownership in particular neighborhoods, and oversees development and/or rehabilitation;
- Identifies funding for projects;
- Develops outreach methods to identify prospective home buyers on continuous basis;
- Holds preliminary counseling sessions for prospective home buyers to identify financial condition, ability to purchase and review housing options;
- Maintains detailed statistics on all clients counseled;
- Seeks private sector financial institutions' involvement and support;
- Solicits input from realtors, merchants, private landlords, Not-for-Profit Corporations, and other sources of projects;
- Develops and maintains open lines of communication between the Department of Housing and Community Development and local representatives;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal finance, household budgeting and mortgage underwriting criteria;
- Good knowledge of personal computers and office equipment;
- Excellent oral and written presentation skills;
- Skills and sensitivity to work in a counseling role with low income individuals;
- Ability to work with minimal supervision and organize and implement projects on his/her own initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A minimum of two (2) years experience in consumer banking, housing counseling, or related fields.

ODA: 6/21/97
Revised: 3/30/05