

TOWN OF WINTER PARK
Housing Specialist

DEPARTMENT: COMMUNITY DEVELOPMENT
FLSA STATUS: EXEMPT

REPORTS TO: DIRECTOR
SALARY RANGE: \$45,000 - \$60,000

SUMMARY

Under the administrative direction and leadership of the Director of Community Development, the Housing Specialist is responsible for providing day-to-day management, leadership and operations of the Workforce Housing program and assisting in the development of the Town's long-range housing policies, housing plans and a wide range of housing programs to guarantee that Winter Park achieves its adopted workforce housing goals. The Housing Specialist serves as the face of workforce housing for the Town of Winter Park and advocates for its creation.

EXAMPLES OF ESSENTIAL DUTIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Ensures the Town of Winter Park regularly and consistently achieves its adopted goals for workforce housing of the community.
- Proactively proposes, develops and evaluates overall housing policy, housing plans, and housing programs for the town and develops successful strategies for implementation.
- Provides oversight and management of all the town's initiated public housing projects and programs. (i.e. Hideaway Junction, etc.)
- Maintains accurate and complete records of deed restricted units within the Town of Winter Park and ensures compliance with recorded deed restrictions.
- Identifies and searches out financial resources and ongoing sources of funding the town's housing programs and housing projects.
- Provides professional counsel and technical recommendations to elected and appointed Boards and Town officials including Community Development Director, Town Council, Planning Commission, and Winter Park Affordable Housing Corporation.
- Ensures timely, accurate and responsive answers to questions directly from the public and internal customers.
- Prepares and successfully implements the annual work program through demonstrated and measureable action steps and ensures the work is completed in a timely, effective and fiscally responsible manner.
- Assists the Community Development Director in the preparation and administration of the annual Department budget as it relates to housing.
- Promotes the importance of workforce housing within the community.
- Ensures long range workforce housing related planning documents remain pertinent, relevant and up-to-date so that the community's housing needs are addressed and makes recommendations for improvements when necessary.
- Serves as staff to the Winter Park Affordable Housing Corporation.
- Educates developers and lenders about federal, state, and local housing incentives.
- Advise employers seeking to provide or find housing for their employees.
- Ensures established policies, procedures, and programs are implemented in accordance with all applicable laws and regulations.
- Remains educated on new techniques in workforce housing; emphasis should be placed on professional advancement within the planning field by subscribing to professional journals and publications and attendance at statewide, regional and national planning conferences.
- Performs related work as required.

Other Duties – Assistant Planner

- Provides professional planning support services to the Planning Department.
- Provides assistance with requests for information regarding sign permits, banner permits, and special use permits.
- Performs GIS operations utilizing ArcGIS, ArcView, and other applicable software applications.
- Assists in zoning code enforcement.
- Assists in preparation of meeting packets for Planning Commission and Town Council.
- Performs related work as required.

KNOWLEDGE REQUIRED BY THE POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must have excellent management, time management, planning, organizational, administrative, computer, and interpersonal skills.
- Ability to exercise good judgment/discretion, and make decisions quickly.
- Ability to read, understand, and interpret various codes and regulations.
- Ability to establish and maintain effective working relationships with Town employees, Town elected officials, other agencies, and the public.
- Knowledge of applicable federal, state and local laws, statutes, ordinances, rules and regulations as they relate to housing.
- Extensive knowledge of grammar, spelling and punctuation.
- Ability to prioritize a wide scope of duties and multiple projects simultaneously.
- Ability to use a personal computer, including word processing, presentation, database and spreadsheet programs.
- Ability to perform duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry; exercise initiative and sound judgment and to react resourcefully under varying conditions.
- Ability to compose and process a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Basic knowledge of government processes and responsibilities, as well as a general familiarity with community development issues and processes in a resort setting.
- Ability to work with land developers, property owners, and the general public with tact and diplomacy, often in stressful situations.
- Must possess excellent research and report presentation skills, strong written and verbal communication skills.

SUPERVISORY CONTROLS

This position works under the general supervision of the Community Development Director. Work is generally performed independently in accordance with established regulations and reviewed through reports and an evaluation of results achieved.

MINIMUM QUALIFICATIONS

Education:

- High School Diploma or GED required
- Bachelor's Degree with an emphasis in housing/land use/urban planning/public administration or a related field of study required.

Experience:

- Minimum of three years broad-based level housing/planning experience required.
- Knowledge of construction design and practices, municipal code administration, project management, and real estate development/finance.
- Strong organizational and administrative skills with the ability to prioritize a dynamic work program.
- Demonstrated workforce housing program administration and development.
- Resort community experience desirable.

Certification:

- American Institute of Certified Planners certification preferred.

General:

- Valid State Driver’s License
- Satisfactory Motor Vehicle Record (MVR)
- Equivalent combination of education and experience may be acceptable.

GUIDELINES AND SCOPE

All federal, state, and local laws. Work requires discretion and judgment in interpreting Town policies, laws, and ordinances and analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

CONTACT

General Public, Coworkers, Law Enforcement Officers, Government Officials. Identifying and initiating policies, procedures, guidelines, and regulations that best protect the health, safety and welfare of the citizens and guests of Winter Park.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity: Near	F	Light/Power Equipment Ops	R
Visual Acuity: Far	O	Heavy Equipment Operation	R
Depth Perception	R	Work in Traffic	R
Color Discrimination	R	Local Travel	O
Peripheral Vision	O	Out of Town Travel	O
Talking	C	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	R
		Over 50 Pounds	R
		Over 10 pounds	O

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