



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

---

**TITLE: HOUSING REHABILITATION SUPERVISOR I - II**

**DEFINITION:** Under direction, coordinates and supervises all property rehabilitation programs.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - supervises Housing Rehabilitation Counselors and Redevelopment Loan Counselors and monitors rehabilitation work performed by participating contractors.

Grade Level II - coordinates all housing rehabilitation and development programs assigned to the Neighborhood Preservation and Development Section.

**EXAMPLES OF DUTIES:**

- Develops program policies and procedures and establishes rehabilitation standards;
- Assigns, supervises, coordinates, and reviews the work of personnel engaged in rehabilitation activities, property acquisition, demolition, and new construction;
- Evaluates and approves property for rehabilitation;
- Supervises contract bidding procedures and negotiates contracts;
- Monitors the work of contractors performing rehabilitation work;
- Ensures compliance by the City and contractors with Federal, State and local regulations;
- Disseminates Neighborhood Preservation information to the public;
- Prepares annual project budgets;
- Evaluates financial proformas and development standards for new construction projects;
- Coordinates rehabilitation and development programs with City departments and State and Federal agencies;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Education equivalent to two years of college; three or more years of supervisory experience in property rehabilitation programs including one year in programs utilizing Federal funds; a comprehensive knowledge of the property rehabilitation process, building codes, building costs, laws regulating contractors and the elements of property appraisal; the skill to resolve contract disputes between contractors and property owners; the skill to effectively communicate both orally and in writing with persons of diverse ethnic, economic and social backgrounds.

A valid California driver's license.

HOUSING REHABILITATION SUPERVISOR HII (continued)

**HISTORY:**

Revision of Classification Specification dated 02/21/79.

Approval/Adoption Dates: 08/07/81 - Human Resources Department