



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: HOUSING REHABILITATION COUNSELOR

DEFINITION: Under general supervision, administers, coordinates, and supports housing rehabilitation programs. Performs duties in housing rehabilitation loan packaging and project implementation, and/or housing rehabilitation inspection and construction bidding and oversight.

EXAMPLES OF DUTIES:

- Counsels property owners and applicants regarding housing rehabilitation programs, income limits, eligibility, credit worthiness and loan limits and terms;
- Develops housing rehabilitation marketing materials;
- Conducts housing inspections;
- Identifies housing deficiencies, assesses cost of repairs, prepares bid sheets, and reviews contractor bids for housing repairs;
- Prepares loan packages and presents them to the loan committee;
- Prepares and processes reconveyances, subordinations, substitutions, and other documents related to the loan process;
- Monitors loan disbursements and follows up with delinquent borrowers;
- Assists owners in identifying desired as well as required rehabilitation work;
- Performs property market analysis and reviews title reports;
- Recommends initiation of actions for non-compliance;
- Monitors construction process and approves progress payments;
- Communicates with internal and external groups;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education equivalent to graduation from high school and five years recent experience in residential or commercial rehabilitation, building code enforcement or related construction activities; direct experience in either housing rehabilitation loan/project implementation or housing rehabilitation inspection and construction administration is required.

Additional requirements include an understanding of and the ability to work with persons from a wide range of social, ethnic and economic backgrounds, and the ability to work independently and effectively, both in the office and in the field, with a minimum level of direct supervision.

HOUSING REHABILITATION COUNSELOR (continued)

Related education from an accredited community college/university may be substituted for the required experience on a year-for-year basis to a maximum of two years.

A valid motor vehicle operator license or permit.

DESIRABLE QUALIFICATIONS:

Experience of a responsible nature involving subsidized housing rehabilitation and knowledge of the rehabilitation process.

HISTORY:

Established: 11/07/72

Revised: 12/17/03

Approved/Adoption Date: 12/17/03