

**CITY OF SALEM  
REHABILITATION COORDINATOR**

**00186  
30186  
50186**

**NATURE OF WORK**

This is skilled administrative and supervisory work in the Housing Rehabilitation Program.

Work involves the direct control of the Housing Rehabilitation case load in maintaining progress and for compliance with local and federal regulations; communications regarding the program with citizens, neighborhood associations, HUD staff and contractors. Supervision is exercised over employees conducting inspections, financial reviews and neighborhood counseling.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Directs everyday activities of the rehabilitation staff and project workflow.

Develops marketing and outreach of various rehabilitation programs.

Evaluates and approves participant requests for housing rehabilitation loans for compliance with loan underwriting criteria and eligibility.

Monitors program budget and supervises maintenance of financial records on overall program and individual cases.

Maintains communications with HUD staff, neighborhood associations and contractors.

Oversees the collection process of delinquent accounts.

Supervises the inspection of residential dwellings for compliance with municipal housing code.

Supervises the preparation of rehabilitation specifications and cost estimates for residential structures and contract documents to accomplish the work.

Assists in the development of annual program budget.

Assists in the preparation of long range plans for housing rehabilitation.

Performs other related work as required.

**WORK QUALIFICATIONS**

Considerable previous experience in supervision of housing rehabilitation programs, or any equivalent combination of experience and training which provides the following knowledges, skills and abilities:

Knowledge of structural, electrical, heating and plumbing systems and building materials used in residential construction and rehabilitation.

Knowledge of banking, commercial loans, financing, accounting, underwriting and collection procedures.

Knowledge of real estate law and transactions including title reports, escrow accounts, property appraisals, deeds, land sales contracts, etc.

Knowledge of City building, housing, mechanical, electrical and plumbing codes.

Knowledge of HUD Guidelines, FHA underwriting criteria and City of Salem Community Development Block Grant criteria, Fair Housing and Equal Opportunity Acts, Davis-Bacon Laws and Fair Labor Standards Act.

Ability to read and evaluate construction contract plans, specifications and cost estimates for rehabilitation work.

Ability to analyze financial aspects of the rehabilitation program and evaluate problems and identifying alternative solutions.

Ability to effectively supervise subordinate employees.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with other City staff, homeowners, builders, contractors, federal officials, lenders and the public.

Possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards.

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Personnel Director