

CITY OF WATERLOO, IOWA CIVIL SERVICE NOTICE

OPEN EXAMINATION

REHABILITATION/RELOCATION SPECIALIST COMMUNITY PLANNING & DEVELOPMENT COMMUNITY DEVELOPMENT

ESSENTIAL FUNCTIONS, KNOWLEDGE, EXPERIENCE & TRAINING SUMMARY

Under the general direction of the Manager of Rehabilitation Services or the Community Development Director, performs a wide range of community development assignments including housing rehabilitation and relocation activities using Federal and private funding sources following Federal and City of Waterloo regulations. **Essential functions include but are not limited to the following:**

Rehabilitation: assists low and moderate income homeowners in improving and rehabilitating their properties; offers technical advice and information on remodeling and rehabilitation techniques; conducts client interviews and inspections to assess property needs including ways to address existing lead-based paint hazards; prepares work write-up reports and cost estimates of rehabilitation work; coordinates rehabilitation work with contractors, offering knowledge of construction techniques and methods; prepares work agreement/contract between the homeowner and contractor; conducts follow-up inspection of work completed by contractor as stated in the work agreement/contract; maintains individual case files, cross-referenced files and other reports; provides technical information to property owners about various financial methods available for rehabilitation purposes; maintains liaison with financial institutions and government agencies; processes pay requests from contractors; interprets contracts on behalf of property owners; prepares financial loan documents; prepares and assists in processing applications for direct government rehabilitation grants and loans; advises members of the public who are seeking information concerning improving and rehabilitating their home; assists in educating homeowners about the dangers of lead and

lead-based paint; compiles data, prepares reports, performs data entry and completes forms on personal computer using the applicable software; operates standard passenger vehicle to perform some essential functions; works independently and with others with minimum supervision; attends work regularly at the designated place and time; performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Community, Planning & Development safety rules and regulations.

Relocation: provides personal counseling and services necessary to assist displaced families and individuals to secure standard replacement housing and residential occupants to relocate to satisfactory living quarters; interviews and determines particular needs of displaced families; recommends and utilizes various relocation resources to effect satisfactory relocations; conducts personal inspections of housing relocation resources to assure conformance with relocation housing standards; maintains confidential relocation files.

Performs all other related duties as assigned.

Acceptable experience and training: high school graduate/completion of GED with a minimum of three years progressively more responsible experience in building construction, business, finance, building design and engineering or closely related field **or** graduate of an accredited technical school with a two-year Associate of Applied Science Degree in architectural and construction technology and a minimum of one year responsible experience in building construction, business, finance, building design and engineering or closely related field **or** any equivalent combination of education and experience that

provides the knowledge, skills and abilities necessary to perform the work; if operating a City vehicle, Iowa Driver's License and good driving record based on the City of Waterloo driver performance standards. **Required knowledge and abilities include but are not limited to the following:** knowledge of minimum housing standards and building code regulations; knowledge of methods and techniques utilized by private and community organizations concerned with social welfare; working knowledge of building construction, remodeling costs and applicable codes and ordinances related to building construction; ability to participate in and discuss problems with people to arrive at solutions to difficult social and economic problems; ability to complete required training for lead-based paint certifications within designated time, as determined by the department head; ability to present materials and information in good report form, complete forms and perform required record keeping; skilled in use of personal computer and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records; ability to read, understand and follow Federal regulations regarding government-financed homeowner rehabilitation and remodeling; ability to interpret complex municipal housing codes and ordinances and make decisions and recommendations regarding rehabilitation and remodeling, following specific guidelines; ability to prepare and review cost estimates; ability to communicate effectively orally and in writing, present facts and findings, give advice and recommendations and respond to questions from the public, public officials, coworkers, contractors, property owners and government agency representatives tactfully and in a clear, concise and easily understandable manner; ability to maintain effective working relationships with other City employees, supervisors, public officials, other government agency representatives and the public; ability to keep accurate and thorough records; ability to function with independent judgment and skills to plan, organize and implement rehabilitation duties; ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds. The City reserves the right to conduct a background investigation including employment, education, criminal history and motor vehicle record checks on any applicant being considered for this position.

EXAMINATION INFORMATION

All qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination, will be the individuals placed on the certified lists. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the State of Iowa shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service-connected disability.

HOW TO APPLY

All qualified candidates must submit a cover letter and resume detailing education and work experience to the City of Waterloo Human Resources Department, 620 Mulberry Street, Waterloo, Iowa 50703 or email employment@waterloo-ia.org by **5:00 p.m. Friday, December 11, 2009.** Faxes not accepted due to poor print quality. Applicants who are honorably discharged veterans from the United States Armed Forces and who served during the time of a conflict must include this information on their resume. All applicants will receive additional information on the position at the time they submit a resume.

TESTING DATE

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.