

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HOUSING SERVICES DIVISION – INVESTMENT IN AFFORDABLE HOUSING SECTION – LOCATION – 181 MAIN ST. W., 3rd FLOOR)

HOUSING PROGRAMS OFFICER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Housing & Neighbourhood Development, the Housing Programs Officer will:

- Promote, co-ordinate and oversee the delivery, take-up and on-going administration of various affordable housing supply programs; and,
- Develop, promote and support initiatives and partnerships that increase and enhance the supply of affordable housing and build development capacity in the non-profit housing development sector, community housing stakeholders, and other stakeholders.

GENERAL DUTIES

Establishes and leads the process to deliver and administer affordable housing supply and repair programs including the following activities:

- Identification of appropriate sites/neighbourhoods for residential development;
- Manage Requests for Proposals and other processes to allocate funding, land and/or incentives including selecting development proposals; and,
- Analyze, review and assess project financial budgets, capital and operating finances, planning reports, environmental and other technical studies;
- Negotiate and administer contribution and other agreements between the City of Hamilton, development proponents, the Federal and Provincial Government.
- Builds relationships & best practices

Responds to external inquiries, provides advice, interprets policy and facilitates effective engagement of the non-profit housing sector, private development sector, community housing stakeholders and general public to advance the understanding of affordable housing development needs and issues.

Develops and maintains partnerships between and among the City, community housing stakeholders and other levels of government that directly result in new affordable housing supply.

Maintains all records in accordance with record retention by-laws and regulatory/statutory requirements.

Prepares, updates and submits appropriate documentation and reports in accordance with Municipal, Provincial and Federal legislative requirements and best practices.

Researches and identifies strategic/business planning issues and corporate best practices; researches, prepares and presents reports to City Council.

Communicates with Federal, Provincial and Municipal staff on program interpretation and implementation.

Provides oversight, co-ordinates and liaises with City legal, finance and purchasing staff on corporate operational and administrative matters including Requests for Proposals, agreements, residential and commercial leases, policies and procedures.

Implements communications and public relations strategies by designing, maintaining and distributing communications products including, but not limited to; reports, publications, and on-line mediums.

Promotes the availability and take-up of various Federal, Provincial and City affordable housing supply programs through public presentations and one-on-one contact with businesses, individuals, non-profit and private sector housing providers and other community housing stakeholders.

Receives, investigates and co-ordinates client files for individuals/property owners applying for affordable housing supply programs.

Modifies administrative procedures to maximize operational efficiencies in the delivery of affordable housing supply programs.

Maintains on-going contact with community housing stakeholders to assess future program and partnership requirements.

Compiles and records statistics; maintains confidential client files; documents and monitors progress of projects and/or partnership.

Recommends program criteria and guidelines to the Program Manager on the delivery and administration of new affordable housing supply programs.

Enhances the capacity of the local housing development sectors and the ability of community housing stakeholders to provide and/or promote the supply of new affordable housing.

Represents the City and the Department on Provincial and community task forces and work groups; provides technical support such as direction and co-ordinating activities.

Receives and answers inquiries from City Council, Hamilton residents, City Departments and community housing stakeholders pertaining to various housing issues.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. An undergraduate Degree in Urban Planning/Environmental Studies, Public Administration, Architecture, Social Sciences or a related discipline with previous experience in the housing field or an equivalent combination of education and relevant work experience.
2. Demonstrated professional experience related to: partnership development and support; housing program development, delivery and administration; and housing development, preferably in a municipal context.
3. A very high level of written and oral communication skills.
4. A demonstrated record of team advocacy, customer focus, innovation/creativity, assumption of responsibility and a results-oriented attitude.
5. Demonstrated Knowledge of:
 - Housing policy and program guidelines and relevant Federal/Provincial programs agreements and legislation;
 - Municipal government policy, regulation and political processes;
 - Principles of land use planning, development approvals process, the construction process and environmental considerations related to residential development.
6. Must have excellent problem solving, negotiation, analytical, stakeholder consultation and facilitator skills, and an ability to relate well with all levels of staff, management and the community.

7. Demonstrated ability to work independently to meet tight deadlines and exercise tact and good judgement.
8. Computer proficiency essential. Good Working knowledge of Microsoft Office (Word, Excel, Outlook & PowerPoint).
9. Excellent organizational and administrative skills.
10. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.