



CITY OF LORAIN

CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

**OPPORTUNITY FOR EMPLOYMENT
THE LORAIN CIVIL SERVICE COMMISSION
IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**

CLASSIFICATION:
FAIR HOUSING ADMINISTRATOR
BUILDING, HOUSING & PLANNING DEPT.

SALARY:
GRADE A3 -
\$ 48,629.72

Applications for the classified, non-bargaining, management position of Fair Housing Administrator in the Lorain Building, Housing & Planning Department are available **ON A CONTINUOUS BASIS** in the office of the Lorain Civil Service Commission, 7th floor of Lorain City Hall, 200 West Erie Avenue Lorain, Ohio 44052 beginning Monday, May 13, 2019 through Tuesday, December 31, 2019 and will be received on a continuous basis or until the position is filled. **Applications will be received in person or they are also available online at: www.cityoflorain.org** under departments, click on Civil Service and then Job Application. Please make sure to follow the 4-step instructions. Email directly to:

rosemary_white@cityoflorain.org.

(Be sure to include the underscore between rosemary and white.) [Please DO NOT fax or mail!] The office will receive applications Monday through Friday from 9:00 a.m. to 4:30 p.m. and is closed everyday from approximately 12-1:00 p.m. and on holidays.

POSITION SUMMARY: To assist the City of Lorain and its Fair Housing Board with the referral of complaints and in conducting community education, and outreach activities pertaining to Fair Housing.

SOME PRIMARY RESPONSIBILITIES INCLUDE:

Develops seminars on Fair Housing Law and Issues for private sector, non-profit agencies, governmental agencies, and/or other appropriate audiences as director by the City; attend Fair Housing Board meetings as required; provide training and technical assistance to City staff and others as requested regarding Fair Housing issues, laws, reasonable accommodation, resources and current events.

REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS:

Must be proficient in Microsoft Office Suites (Word, Excel, Outlook, Power Point, Microsoft Access is Preferred). Must possess a valid State of Ohio Driver's license; must possess high school diploma or GED; minimum of BA or BS Degree required in a related field; familiarity with federal, state and local Fair Housing Laws; Experience in public speaking and facilitating public meetings; excellent written and verbal communication skills.

A complete job description for the position will be available upon request. It will also be attached to this announcement which appears on the City of Lorain website at: www.cityoflorain.org under departments click on Civil Service and then "Current Opportunities". Contact Rose Maffei at 440-204-2066 with any questions.

AN EQUAL OPPORTUNITY EMPLOYER



Position Description

Position Title: Fair Housing Administrator
Department: Building, Housing and Planning
Salary Grade: A3 (COL-MAG)

Reports to: Director of Building, Housing, Planning
FLSA: Exempt
Date: September 2018
Addendum:

JOB SUMMARY:

To assist the City of Lorain and its Fair Housing Board with the referral of complaints and in conducting community education, and outreach activities pertaining to Fair Housing. Assists in increasing awareness of assistance available to those whom believe that they are victims of housing discrimination. Assists with in-house training of staff, interns, volunteers, etc. Keeps informed of developments in federal, state and local housing laws, regulations, guidelines, court cases and research. Interacts effectively, and represents the City of Lorain in a professional and positive manner at all times to clients, representatives of housing, real estate, and related industries, staff volunteers, testers and interns, elected officials, board members, etc. Maintains appropriate confidentiality. Handles sensitive issues with tact and professionalism.

Primary Responsibilities

- Develop seminars on Fair Housing Law and issues for private sector, non-profit agencies, governmental agencies, and/or other appropriate audiences as directed by the City;
- Attend Fair Housing Board meetings as required;
- Provide training and technical assistance to City staff and others as requested regarding Fair Housing issues, laws, reasonable accommodation, resources, and current events;
- Develop, produce, and distribute as required Fair Housing brochures and/or pamphlets to the public regarding fair housing law and regulatory issues;
- Serves as the City's representative and liaison on/to the Fair Housing Board;
- Addresses findings and activities identified in the City of Lorain's Analysis of Impediments;
- Assist in updating the Analysis of Impediments to Fair Housing on an annual basis;
- Develop and be responsible for conducting Fair Housing testing;
- With Departmental assistance, develops and maintains a well-publicized system to receive fair housing complaints; to resolve or refer such complaints to the appropriate resolution source; and to maintain and provide to the City complete statistical records on all complaints and their resolution on an annual basis;
- Supervise interns, testers and others on matters pertaining to Fair Housing;

- Oversees budget pertaining to Fair Housing and Fair Housing activities; and Performs related work as required.
- Assists in the preparation and review of legislation pertaining to Fair Housing in the City of Lorain.
- Researches, compiles, analyzes, interprets data for studies of housing development issues and problems
- Contributes in preparing, coordinating, and administering Federal programs and housing applications as directed for the Building, Housing, and Planning Director
- Assists in the review of housing proposals and projects as they pertain to fair housing
- Prepares and draft legislative documents and program regulations and guidelines to assist in project implementation
- Researches, compiles, analyze, and interpret data for studies of housing development issues and problems.
- Assists in preparing, coordinating, and administering Federal and State community development and housing improvement applications as directed by Building, Housing, and Planning Director.
- Reviews housing development projects and proposals.
- Writes housing related plans and neighborhood development plans, including sections of the annual HUD Consolidation Plan.
- Provides technical assistance to non-profit neighborhood organizations and the public.
- Meets with bankers, other lenders, foundations, Federal and State government officials and others to develop housing development grant applications and programs.
- Prepares and drafts legislative documents and program regulations and guidelines to assist in project implementation.
- Assist in preparing and coordinating housing program records needed for departmental performance reports and monitoring visit responses to Federal and State agencies.
- Prepares Sub recipient Agreements and other contracts, and monitors housing related sub recipients for program performance and contract compliance.
- Assist in the preparation of Annual Performance Reports for HOME and CDBG programs and any other reports.
- Arranges and processes loan closeout papers and procedures for final payments in conjunction with the Rehabilitation Administrator;
- Participates in the completion of environmental assessments, loan servicing and preparation of various reports, including the Grantee Performance Report and other HUD reports and internal fiscal and demographic reports;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Necessary Competencies:

- Communication Skills- written and verbal
- Customer Service
- Problem Solving
- Prioritizing
- Attention to detail
- Teamwork

Required Knowledge, skills and Qualifications

- Must be proficient in Microsoft Office Suites (Word, Excel, Outlook, Power Point, Microsoft Access is preferred) or equivalent software. A valid State of Ohio Driver's License is required.
- Private transportation is necessary;
- Bilingual (English and Spanish) language, reading, writing skills are required;
- BA/BS degree required in a related field. JD preferred;
- Familiarity with federal, state and local Fair Housing laws;
- Ability to establish and maintain effective working relationships with the public, , elected and appointed officials as well as with other staff;
- Ability to work independently as well as in a "team" setting; and
- The following are preferred: Experience in public speaking and facilitating public meetings; Excellent written and verbal communication skills.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Remaining in a seated position;
- Moving about on foot;
- Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly;
- Raising or lowering an object(s) from one level to another between 25-50lbs; and
- Exposure to noise.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee Name:	
Date Completed:	
Supervisor Name:	
Date:	