

**Housing Specialist
Metro West Community Development Office
Job Description**

REPORTS TO: Director of Housing and Real Estate

SUMMARY OF POSITION DESCRIPTION

A Housing Specialist works with residents, future residents and investors to buy, sell and develop housing in the Metro West service area. Activities include listing homes for sale, helping first time home buyers shop for housing, assisting in the redevelopment of neglected properties and assisting residents with home maintenance programs.

PRINCIPAL RESPONSIBILITIES:

- Research the acquisition of vacant housing, including: property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings
- Assist with creating a pipeline of lender foreclosed homes for acquisition
- Maintain service area database of vacant /abandoned housing through site visits to assess properties in determining their marketability for redevelopment and tracking pending foreclosures.
- Negotiate the purchase of real estate from current owners, negotiate the release of liens and other encumbrances.
- Coordinate transfer and rehabilitation of vacant houses by private sector and non-profit developers:
 - Prequalify developers to verify track record of high quality rehabilitation and financial capacity
 - Distribute RFPs (Requests for Proposals) for the transfer of vacant houses and select the best proposal for the market
 - Inspect houses during rehabilitation and at completion of construction to verify quality standards.
 - Be able to learn and understand housing nomenclature and basic occupancy standards.
 - Know, or be willing to learn, housing acquisition and foreclosure mechanics.
- Facilitate housing development by assisting with:
 - coordinating community meetings
 - financing through banks and non-profit lenders
 - marketing to prospective residents
 - Coordinate city approvals as needed
 - Produce necessary maps and data to prospective developers.
- Work with private sector and non-profit development partners
- Work with the community to identify and preserve housing stock in the service area
- Provide technical assistance and support to the Metro West Housing Committee
- Provide testimony at Housing Court regarding property status as needed
- Promote housing rehabilitation programs to residents through newsletters, flyers, telephone and in office consultation, to include city and area nonprofit offered programs
- Initiate special programs as needed, including community partnership programs. Other duties as assigned

RECOMMENDED QUALIFICATIONS:

- An active Real Estate License, or willing to obtain in first 90 days.
- Understanding of landbank acquisitions, foreclosure and state forfeiture processes.
- Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions
- Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Salesforce or other database software is a plus.
- NST proficient
- Must be self-motivated, able to work independently, innovative, and able to “think on your feet”
- Firm understanding of real estate markets and property sales/purchase procedures
- Availability and willingness to work flexible schedule including evenings and weekends

- Local travel and some out-of-town travel required
- Driver's license and insured automobile in good condition

PREFERRED QUALIFICATIONS:

- Fluency in Spanish
- Minimally two years of background in real estate transactions, understanding of real estate financing, knowledge of housing construction.
- Experience in housing and community development in a non-profit, government, banking or development capacity. Experience working in urban communities is a plus.

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Metro West Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

Metro West Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Salary commensurate with experience; \$40,000 to \$45,000 annually
- Sixteen days of paid time off (Prorated during first year of employment)
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, the Fourth of July, Labor Day, Election Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year's Day.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

Please e-mail or mail cover letter and resume to:

Steve Holowicki, Director of Housing and Real Estate
Metro West Community Development Office
3167 Fulton Road, Suite 303, Cleveland, OH 4410
Email: sholowicki@metrowestCLE.org

***No phone calls**