

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 06/12/07

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Resolutions for the creation of Job Specifications for Affordable Housing Finance Coordinator

**BACKGROUND / DISCUSSION:**

The creation of these job classes was requested by the Community and Human Development Director to implement the strategic restructuring plan for Quality of Life portfolio. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY/2007  
Funding Source: 71010277-01101-51000

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 05/24/07

\*\*\*\*\***REQUIRED AUTHORIZATION**\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Affordable Housing Finance Coordinator** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **10645**. The Grade is **PM 132**.

**PASSED AND APPROVED this 12th day of June, 2007.**

THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: May 24, 2007

By: \_\_\_\_\_  
Secretary

07 JUN -4 PM 3:35  
CITY CLERK DEPT.

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
J. ALEXANDRO LOZANO, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
PRESI ORTEGA, JR., DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

*6/1/07*

## HUMAN RESOURCES DEPARTMENT

**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director *[Signature]*  
**SUBJECT:** New Job Specifications  
**DATE:** May 17, 2007

The Human Resources Department recommends Civil Service Commission approval of the job classification items listed below. See attached proposed job specifications.

| <u>TITLE</u>   | <u>CODE</u>  | <u>GRADE</u>  |
|--|--------------|---------------|
| <b>PROPOSED Affordable Housing Finance Coordinator</b> | <b>10645</b> | <b>PM 132</b> |
| <b>PROPOSED Neighborhood Services Coordinator</b>      | <b>10700</b> | <b>PM 130</b> |

The creation of the proposed job classes was requested by the Community and Human Development Director to implement the strategic restructuring plan for the Quality of Life portfolio. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

The proposed job specifications were written in the standard style and format and were reviewed by the Community and Human Development Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grades shown above establish an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes if necessary, recommend the appropriate class and grade in the*

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JOHN COOK  
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## HUMAN RESOURCES DEPARTMENT

*classification plan to which the position should be allocated and refer the matter to the Commission for approval."*

Approval of the proposed new job classes will allow Human Resources to proceed to fill the new positions through competitive recruitment and examination. The department would like to recruit for these positions as soon as possible.

Attachment (*Proposed Job Specifications*)





## JOB SPECIFICATION

Code 10645  
Grade PM:132

# AFFORDABLE HOUSING FINANCE COORDINATOR

### **General Purpose**

Under general direction, assist with coordinating and oversight of the City's portfolio of housing programs and serve as the liaison between public and private stakeholders in affordable housing.

### **Typical Duties:**

Create programs that increase the supply of affordable housing. Involves: Determining geographic demand, define "affordable" as it relates to demographic needs of our community and research actual/potential supply of single and multifamily housing. Oversee financial analysis and deal structuring and create programs to increase the supply of affordable housing in El Paso. Develop contracts, RFPs and review and underwrite investment proposals.

Assist in the creation of programs to develop city owned properties. Involves: Reviewing the inventory of City owned properties to determine their potential as affordable housing and make appropriate recommendations.

Assist in administration/revision of City housing ordinances and policies. Involves: Reviewing existing ordinances and policies for compliance with applicable laws, increased efficiency and improved customer service. Assist in securing Low Income Housing Tax Credits. Involves: Coordinate the LIHTC program.

Assist in process improvement. Involves: Reviewing existing processes and procedures for affordable housing development and making appropriate recommendations to improve efficiency.

Assist in public relations. Involves: oversee/develop public relations initiatives for marketing, solicitation and outreach plans and programs. Seek leadership positions in trade associations. Involves: joining and participating in trade organizations that develop public policy on affordable housing.

Develop brochures. Involves: Overseeing the design and content of advertising literature that clearly communicates to clients the portfolio of public/private housing programs advocated by the City of El Paso

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes. Perform other duties as assigned.

Effective 6/11/07

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC-approved guidelines.



**JOB SPECIFICATION**

Code 10645  
Grade PM:132

**AFFORDABLE HOUSING FINANCE COORDINATOR**

***Knowledge, Skills, and Abilities***

- A thorough knowledge of Federal, State and Local housing programs.
- Knowledge of Federal and Municipal finance and budgeting.
- Skilled in planning, organizing, and managing work of multiple programs.
- A working knowledge of Microsoft Office applications.
- Ability to establish and maintain effective working relationships with public, non-profit and private entities.
- Ability to effectively communicate, using various media, to individuals and groups.
- Ability to effectively deal with difficult situations and solve problems.
- Ability to prepare and monitor program budgets.

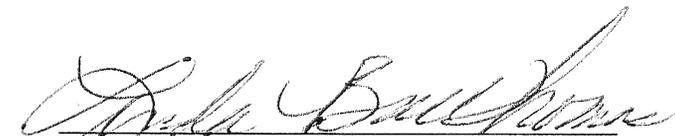
***Other Job Characteristics:***

May be required to work evenings, weekends or holidays and occasional lifting of equipment or materials of 30 pounds.

***Minimum Qualifications:***

Education and Experience: A Bachelor's Degree in Business, Urban Planning, Finance or other related field, plus three (3) years of professional level experience in real estate, housing, mortgage lending, banking or other related field. Experience with nonprofit and for-profit housing providers, and local, state, and federal funding programs preferred.

Licenses and Certificates: Valid Class "C" Texas Driver's License.



Human Resources Director



Department Director

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