



Job Title: Housing Technician
Pay Rate: DOQ
Department: Community Development

08/30/2017

JOB SUMMARY:

Provides professional and technical assistance to property owners participating in the Housing Rehabilitation/Reconstruction Program; informs and advises property owners about housing programs; processes and completes loan documents, prepares deficiency lists and other duties related to construction and rehabilitation of property. Advises and counsels eligible property owners about requirements for obtaining low interest loans to rehabilitate and or reconstruct existing owner occupied dwelling units. Oversees the loan processing including coordinating loans with lenders, public agencies, title and escrow companies, appraisers and others. Compiles bid documents and oversees the bid process. Processes payments and conducts loan closings. Work is performed under the general supervision of the Community Development Director.

QUALIFICATIONS:

- Knowledge of Federal, State and local laws, codes and ordinances relating to building construction and zoning.
- Ability to discuss and explain procedures and objectives of programs with prospective applicants and program participants.
- Ability to determine and re-examine eligibility for housing programs by verifying information submitted by program participants and applicants.
- Communicate effectively in the Spanish language orally and in writing.
- Must be able to obtain State Notary of Public within two months of employment.
- Valid Texas Driver License.
- Associate's degree in Business Administration; or three years related experience or combination of education and experience.

PHYSICAL REQUIREMENTS:

The employee is regularly required to sit and use hands and fingers, handle, feel; reach with hands and arms. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at the City of Harlingen Human Resources Department, 118 E. Tyler, Harlingen, Texas 78550, City Website: www.myharlingen.us

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