

Housing Coordinator – Employee Comprehensive List of Job Duties

I. Governance & Organizational Implementation

1. Support formal establishment and administration of the Lake City-Hinsdale County Housing Authority
2. Support formal establishment and administration of the Lake City-Hinsdale County Housing Trust Fund.
3. Develop annual housing work plan aligned with housing goals
4. Develop affordable housing programs and qualification systems
5. Community engagement and progress reporting

II. Lake Fork (Henson Street) Project Advancement

1. Lead Phase 1 (14-unit) financing strategy implementation
2. Coordinate refinement of pro forma assumptions and calculate subsidy per unit
3. Prepare Capital Stack Layering Plan (Prop 123, DOLA, DOH, CHFA, Employer Participation)
4. Manage pre-development tasks (site due diligence, identify and apply for necessary variances, cost validation)
5. Develop funding application calendar and submission schedule
6. Coordinate consultants (engineering, legal, financial, and construction)
7. Develop formal employer participation framework (capital contributions, master lease models.)

III. Grant Writing and Grant Administration

1. Develop grant funding calendar
2. Funding pipeline management (Monitor grant cycles and match funding programs to projects.)
3. Prepare required local match and local support documentation
4. Identify, apply for, and manage grant funding to support the creation and sustainability of affordable housing programs
5. Administer awarded grants (reporting, compliance, reimbursement tracking)
6. Maintain grant compliance files
7. Acquisition/rehab opportunity scanning for the Prop 123 Pipeline

IV. Policy Implementation

1. Draft and coordinate adoption of fee waiver policy for deed-restricted housing
2. Develop template deed restrictions and affordability covenants
3. Draft and coordinate adoption of ADU incentive program

V. Develop Compliance Frameworks

1. Develop tenant eligibility guidelines (AMI verification procedures)
2. Develop lottery or selection systems for affordable units
3. Develop and track performance metrics (units delivered, AMI targets, occupancy rates, etc.)
4. Monitor deed restrictions
5. Coordinate lottery and selection systems for affordable units
6. Track performance metrics

VI. Sustainable Revenue Development

1. Support public outreach related to sustainable housing funding
2. Develop revenue projections and if applicable, ballot language support materials
3. Provide fiscal impact analysis to elected officials
4. Coordinate development of November 2027 mill levy tax ballot measure (if pursued)