

Position Description

Position Title: Housing Coordinator
Department: Planning & Land Development
Last Updated: October 2021

Summary

The Housing Coordinator administers and maintains the Attainable Home Ownership Grant Program (AHGP), including reviewing and approving applications, coordinating legal agreements with participating developers, preparing and presenting reports, and supporting long range planning initiatives.

Key Accountabilities & Duties

- Oversees the full cycle of the AHGP application process including receiving, reviewing, coordinating, and processing applications
- Assists with the preparation, updating, maintenance and administration of the AHGP, including supporting policy development as required
- Provides information and assistance to staff and the general public related to the AHGP
- Works closely with developers to share information regarding the AHGP and to encourage participation in the program
- Coordinates the completion of AHGP agreements and bylaws with participating developers
- Coordinates with City solicitors to submit and file a variety of documents pertaining to AHGP agreements
- Prepares comprehensive staff reports relating to program applications and other planning matters that may require review by Council or a Committee of Council
- Assembles, analyzes, interprets, and maintains statistical, demographic, financial, and other relevant data for planning purposes
- Coordinates reports and analysis as required to program related requests regarding program performance and reporting
- Works collaboratively with department staff to identify opportunities for the AHGP during the rezoning application process
- Assists in the development and implementation of goals, objectives, policies, and procedures related to attainable home ownership for the department and the organization as a whole
- Maintains departmental databases, paper, and electronic filing systems related to the AHGP
- Performs other related duties as required

Qualifications

- Post-secondary Degree in Business Administration, Planning, or related discipline and three (3) years' experience (or an equivalent combination)
- Experience in the real estate industry and/or program administration is an asset
- Valid BC Driver's license
- Thorough knowledge of the principles, practices, techniques, methods, and procedures applicable to real estate and contract administration
- Knowledge of and ability to apply research and program planning methods and procedures
- Knowledge of and ability to read and interpret legal documents and agreements
- Knowledge of the principles of planning in a municipal government

- Working knowledge of the operation of computers and software (MS Office Suite, Geographic Information Systems (GIS), CAD systems, etc.)
- Strong interpersonal skills to develop, foster and maintain strategic partnerships internally and externally
- Strong communication skills, both orally and in writing, to work diplomatically, courteously, and tactfully with applicants, the development community, and the general public
- Ability to prepare clear and concise reports
- Ability to manage multiple tasks and projects, and thrive in a high-demand environment
- Exceptional organizational skills including a high level of attention to detail
- A commitment to excellent customer service, continuous improvement, and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself