

County of Leelanau  
Job Description

## HOUSING MANAGER

**Supervised By:** Planning Director  
**FLSA Status:** Non-Exempt

### **General Summary:**

Under the general direction of the Director of the Planning Department, the Housing Manager is responsible for a wide range of grant administration activities. This includes assisting in the planning, developing, implementing and coordinating various State or Federal housing grant applications, regulations and carrying out major grant work requirements.

### **Essential Duties and Responsibilities:**

Under the general direction of the Director of the Planning and Community Development office, the Housing Manager is responsible for a wide range of grant administration, program development, and public relations activities. This includes assisting in the planning, developing, implementing and coordinating various State, Federal and private housing grant applications, regulations and carrying out major grant work requirements.

### **Duties and responsibilities:**

- Assist in preparation of grant applications for various housing programs
- Research public and private grant resources for grant and funding opportunities
- Attend assorted meetings and training sessions at the County, regional or State level
- Process homeowner loan applications and necessary documents for program eligibility
- Prepare staff reports on applications, and prepare contracts and loan closing documents
- Meet with and coordinate with homeowners, contractors and inspectors on the rehabilitation project, inspections, bid results, invoices and final reports
- Monitor and maintain grant financial activities and file reports (digitally and hard copy files)
- Work with state and local organizations to coordinate resources and services
- Perform a variety of other housing program and grant related activities as assigned

### **Qualifications and Experience:**

- Experience working with State and/or Federal agency grant programs, especially MSHDA
- Experience monitoring, tracking, and reporting grants and projects
- Proficient in Word, Excel, Adobe Acrobat
- Good oral and written communication skills, problem solving and troubleshooting skills
- Financial experience

- Ability to do some travel, attend meetings, and be flexible with a work schedule
- Knowledge of drafting bid specs for construction work, Lead Hazard Remediation and Abatement, home inspections