Job Posting

Job Title  Affordable Housing Manager
Job ID  3745
Location  Fayette County
Full/Part Time  Full-Time
Regular/Temporary  Regular

SALARY
Pay Grade: 526
Minimum Salary: $66,869.92 per year
This position is exempt and not eligible for overtime

FILING DEADLINE DATE
July 24, 2020

GENERAL DESCRIPTION
The purpose of this classification is to work in conjunction with the Affordable Housing Board to study market conditions and coordinate with government and partner agencies to monitor and evaluate affordable housing in Lexington.

This classification works under administration supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

MINIMUM REQUIREMENTS
Bachelor’s degree in business, finance, economics, urban planning, or a related field; and a minimum of five (5) years of related experience; or an equivalent combination of education, training, and experience.

ESSENTIAL FUNCTIONS

• Evaluates feasibility of affordable housing proposals
• Develops program guidelines, application, and evaluation criteria
• Monitors compliance with affordable housing ordinance and guidelines
• Communicates regularly with stakeholders and government officials
• Researches affordable housing needs in Lexington
• Researches affordable housing programs in other municipalities
• Tracks financial resources available to program
• Performs administrative tasks for programs and Affordable Housing Board

HOW TO APPLY
Submit LFUCG electronic application through www.lexingtonky.gov/jobs and attach/upload applicable documents to verify your education, training, certification/license(s), or DD214 (for military preference with
appropriate discharge) by filing deadline date.

**RESUMES CANNOT BE SUBSTITUTED FOR THE APPLICATION**, but may be electronically attached/uploaded to the application.

Please note that the section titled "Application Questionnaire" has to be completed every time a new or revised application is submitted. Even if other information is pre-filled, the Questionnaire does not transfer. ***APPLICANTS WHO FAIL TO COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY WILL NOT BE CONSIDERED FURTHER***

**CLOSING STATEMENT**

Lexington-Fayette Urban County Government offers an outstanding benefits package, i.e. voluntary benefits spending account program; three weeks vacation and three weeks sick leave per year. **Direct Deposit is required of all employees.**

Applicants must be able to perform all essential job functions, as identified in the job posting. All positions require drug testing before employment and may require a pre-employment physical.

All applicants on previous eligibility lists for this classification must reapply in order to compete for this and future vacancies which may occur while this eligibility list is in effect.

The LFUCG is an Equal Employment Opportunity (EEO) employer, and as such is committed to nondiscrimination on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity in hiring, promotion, discharge, pay and other aspects of employment.

**CONTACT INFORMATION**

For further information, call, e-mail, or visit:

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