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.

Duties and Responsibilities

The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as an all-inclusive declaration of the specific duties and responsibilities of any particular position. Employees may be required to perform other job-related tasks that are not identified in this description.

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

Additional Duties:

- Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

People Responsibility:

People include co-workers, workers in other areas or agencies, and the general public.

This job description does not constitute an employment agreement between LFUCG and an employee and is subject to change by LFUCG as its needs and requirements of the job change.
Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

**Asset Responsibility:**

**Asset responsibility refers to the responsibility for achieving economies or preventing loss within the organization.**

Responsible for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment.

**Mathematical Requirements:**

**Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.**

Uses mathematics involving the practical application of percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

**Communications Requirements:**

**Communications involves the ability to read, write, and speak.**

Reads scientific and technical journals, abstracts, financial reports, and legal documents; speaks before professional and civic groups; participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles, reports, and develops presentation for sophisticated audiences.

**Judgment Requirements:**

**Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.**

Decision-making is a significant part of job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policy and practices.

**Complexity of Work:**

**Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.**

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.
Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Impact of decisions is moderately serious – affects most units in organization, and may affect citizens; or damage could occur and probability is likely.

Physical Demands and Sensory Requirements:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement. Sensory requirements refer to hearing, sight, touch, taste, and smell required by the job.

- Sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis; or sustained keyboard operations.
- Sensory requirements include visual acuity and field of vision, hearing, and speaking.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, or equipment requiring brief instruction or experience such as computers for data entry, fax, complex copiers, phone systems, and other similar equipment; services office machines including such actions as adding paper and changing toner.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Works in environmentally controlled situation such as office.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

No responsibility and minimum opportunity for exercise of care to affect safety of others in performing duties of the position.

Minimum Education and Experience 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.
**Lexington-Fayette Urban County Government**

**Job Description**

<table>
<thead>
<tr>
<th>FLSA:</th>
<th>Exempt</th>
<th>Position Title:</th>
<th>Affordable Housing Manager</th>
</tr>
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<tbody>
<tr>
<td>Revised:</td>
<td>2/3/2020</td>
<td>Class / Grade:</td>
<td>455 / 526</td>
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**Special Certifications and Licenses:**

None.

**Special Requirements:**

- Must be able to operate Urban County Government equipment and vehicles in a safe, prudent and responsible manner.
- All positions require drug testing before employment and may require a post-job offer physical as stated in Ordinances 21-14(b), 22-13 and 23-16.
- Pursuant to the Drug Free Workplace Act of 1988 and to sections 21-52, 22-34 and 23-50 of the Code of Ordinances, all employees must remain drug and alcohol free when reporting to work, while at work and while engaged in any work related activities.
- Based on Federal Regulations 19-10 this position may be eligible for and offered the hepatitis vaccinations. In addition, employees will be required to sign a statement stating they have accepted or declined the hepatitis vaccination.

**Americans with Disabilities Act Compliance**

*Lexington-Fayette Urban County Government is an Equal Opportunity Employer. ADA requires Lexington-Fayette Urban County Government to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.*