



## Baker County Board of Commissioners

SHIP Program Administrator

### **JOB OVERVIEW**

Oversees the day-to-day operation of the State Housing Initiative Partner (SHIP) program, intakes and processes SHIP applications for assistance, determines applicant eligibility, interacts with SHIP State agencies and remains in compliance with all reporting criteria.

### **MINIMUM QUALIFICATIONS**

Completion of a High School Diploma or GED

### **CORE COMPETENCIES**

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

### **JOB SPECIFIC COMPETENCIES**

- Considerable knowledge of the rules, regulations and operational requirements of the organization to which assigned.
- Must be skilled in the use of word processing equipment, copier and other office machines.
- Must be able to perform multi-task operations with continuous interruptions
- Must be able to keep complex records and files.
- Must be able to deal and communicate courteously and effectively with public.

### **REPRESENTATIVE DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Carries out the day-to-day operation of the SHIP program
- Works directly with Florida Housing Finance Corporation to ensure County compliance
- Oversees Local Housing Agency Plan Process every three years
- Completes annual report process
- Maintains updated SHIP information and documents for applicants
- Validates all SHIP applications and ensures applicants meet eligibility criteria
- Meets with applicants face-to-face and has ability to clearly explain the program and contract requirements
- Coordinate with the County Community Development Department to determine rehab repairs, zoning and permitting requirements.
- Prepares all legal advertisements and bid documents for approved projects
- Attends all pre-bid site visits for approved applicants

- Performs site visits during construction if needed
- Performs site visits for complaints or warranty issues reported by the applicant
- Manages applicant waiting list
- Gives reports, updates and bid results to the Board of Commissioners
- Additional office duties may be assigned as needed for County Administration.
- Reports to the County Manager

***This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.***