

**JOB VACANCY ANNOUNCEMENT  
CITY OF HARLINGEN**

**Job Title: Housing Technician**  
**Department: Community Development**  
**Opening Date: 06/04/2018**

**Hiring Range: DOQ**  
**Job Status: Full Time**  
**Closing Date: Open Until Filled**

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**JOB SUMMARY:**

Provides professional and technical assistance to property owners participating in the Housing Rehabilitation/Reconstruction Program; informs and advises property owners about housing programs; processes and completes loan documents, prepares deficiency lists and other duties related to construction and rehabilitation of property. Advises and counsels eligible property owners about requirements for obtaining low interest loans to rehabilitate and or reconstruct existing owner occupied dwelling units. Oversees the loan processing including coordinating loans with lenders, public agencies, title and escrow companies, appraisers and others. Complies bid documents and oversees the bid process. Processes payments and conducts loan closings. Work is performed under the general supervision of the Community Development Director.

**QUALIFICATIONS:**

- Knowledge of Federal, State and local laws, codes and ordinances relating to building construction and zoning.
- Ability to discuss and explain procedures and objectives of programs with prospective applicants and program participants.
- Ability to determine and re-examine eligibility for housing programs by verifying information submitted by program participants and applicants.
- Communicate effectively in the Spanish language orally and in writing.
- Must be able to obtain State Notary of Public within two months of employment.
- Associate's degree in Business Administration; or three years related experience; or combination of education and experience.
- Valid Texas Driver's License

**PHYSICAL REQUIREMENTS:**

The employee frequently is required to sit and use hands and fingers, handle, feel; reach with hands and arms. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: [www.myharlingen.us](http://www.myharlingen.us)

**THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER**