

RESOLUTION NO. 5029

**A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO APPLY
FOR AND ACCEPT FUNDS FOR THE HOUSING COORDINATOR**

WHEREAS, the City of Fairbanks has received notification through the Rasmuson Foundation to apply for funds that support the Fairbanks Housing Coordinator; and

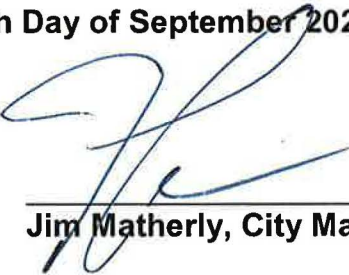
WHEREAS, the City of Fairbanks will use these funds to hire a Housing Coordinator for the purpose of encouraging interagency collaboration amongst local service providers, serving as the primary communicator for the Fairbanks Housing and Homeless Coalition, and working to eliminate homelessness in Fairbanks; and

WHEREAS, the City of Fairbanks will apply for \$105,000 for salaries and benefits; and

WHEREAS, the City of Fairbanks will provide in-kind support of office space, supplies, and administrative support.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Mayor or his designee is authorized to execute any and all documents required for requesting and accepting funds on behalf of the City for Housing Coordinator funding.

PASSED and APPROVED this 26th Day of September 2022.



Jim Matherly, City Mayor

AYES: PASSED and APPROVED on the CONSENT AGENDA
NAYS: None
ABSENT: Vacant, Seat F
APPROVED: September 26, 2022

ATTEST:

APPROVED AS TO FORM:


D. Danyielle Snider, MMC, City Clerk
Paul J. Ewers, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 5029

Abbreviated Title: Resolution Authorizing Housing Coordinator

Department(s): Mayor

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes _____ No X

2) additional support or maintenance costs? Yes _____ No X

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes X No _____

If yes, how many positions? 1

If yes, type of positions? F (F - Full Time, P - Part Time, T - Temporary)

II. FINANCIAL DETAIL:

PROJECT EXPENSES:	Supplies	Travel	Personnel	Total
Housing Coordinator	\$0	\$0	\$105,000	\$105,000
TOTAL	\$0	\$0	\$105,000	\$105,000

FUNDING SOURCE:	Supplies	Travel	Personnel	Total
Rasmuson Foundation	\$0	\$0	\$105,000	\$105,000
TOTAL	\$0	\$0	\$105,000	\$105,000

The City will provide administrative support, facility space and office equipment for the Housing Coordinator.

Reviewed by Finance Department:

Initial SF

Date 9/20/2022



CITY OF FAIRBANKS

JOB DESCRIPTION

JOB TITLE: Housing Coordinator

CLASSIFICATION NO:

DEPARTMENT: Mayor's Office

STATUS: Salaried/Exempt

POSITION REPORTS TO: Chief of Staff

UNION:

JOB SUMMARY

The Housing Coordinator is a grant funded position that will work to reduce homelessness in Fairbanks through capacity building for the local social services network and promoting housing development. Working closely with the City of Fairbanks Mayor under the direction of the Chief of Staff, the Coordinator will identify and engage stakeholders; guide project development; establish local project timelines; and synchronize local efforts through the Fairbanks Housing & Homeless Coalition.

ESSENTIAL JOB FUNCTIONS

- 1) Assist the City of Fairbanks and Fairbanks Housing & Homeless Coalition with resource development and allocation strategies to reduce homelessness in Fairbanks.
- 2) Engage stakeholders to promote collaboration; identify service gaps; and build projects around those gaps.
- 3) Research and recommend best practices for housing & homeless services in Fairbanks.
- 4) Collaborate with the Fairbanks Economic Development Corporation's Housing Task Force to identify barriers to private housing developments and find solutions to those barriers.
- 5) Research and recommend policies to spur housing development in Fairbanks.
- 6) Supervise all City of Fairbanks' AmeriCorps programs.
- 7) Arrange and facilitate monthly meetings of the Fairbanks Housing & Homeless Coalition and any subgroups as necessary; provide monthly meeting minutes; and arrange and document meetings of subcommittees.
- 8) Assist with grant writing and fund development for housing & homeless projects.
- 9) Oversee the Fairbanks Referral Zone of the Coordinated Entry System.

- 10) Monitor project performance measures and data for reports to the City, Fairbank Housing & Homeless Coalition, and Rasmuson Foundation.
- 11) Coordinate annual research needed to update the community needs assessments, inventory, and resource information.
- 12) Coordinate and arrange media outreach to raise awareness about housing & homeless in Fairbanks.
- 13) Act as a liaison between local community stakeholders and state/national organizations.
- 14) Performs other duties as assigned.

The above examples are representative of assignments performed by this class and are not intended to be inclusive.

KNOWLEDGE, SKILLS, AND ABILITIES

These factors will be the basis for selecting qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

- 1) Extensive knowledge of the status of the statewide and local housing & homelessness services.
- 2) Ability to organize large conferences, meetings, and public events.
- 3) Ability to coordinate stakeholders to ensure that policy positions are aligned with organizational priorities and values are based on solid research and analysis.
- 4) Ability to communicate clearly and concisely both orally and in writing.
- 5) Strong skills in project management, managing multiple projects and priorities with the proven ability to work well both independently.
- 6) Ability to collect, process, and effectively report housing & homelessness data as it relates in the City of Fairbanks and the Fairbanks North Star Borough.
- 7) Ability to establish, build and maintain effective working relations with supervisors, co-workers, public and private officials, and the public.
- 8) Ability to maintain confidential information.
- 9) Ability to exercise considerable independent judgment and perform duties with a minimum of direct supervision.
- 10) Ability to present information to stakeholders when requested and as needed.

DESIRED QUALIFICATIONS

Persons applying for this position should preferably have the following:

- 1) A commitment to the development of housing and homeless services in the City of Fairbanks and the Fairbanks North Star Borough.
- 2) Minimum of bachelor's degree. Master's degree preferred in relevant field.
- 3) One (1) year of experience in public relations, project management, or communications.
- 4) Experience in the operation of office equipment required for the position, including Microsoft Office. Experience and proficiency in contemporary word processing and spreadsheet programming in a PC environment is required.

The City of Fairbanks is an Equal Opportunity Employer.

Jim Matherly

City Mayor

4/2021

I, _____, have received, reviewed and completely understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date