**DUTIES AND RESPONSIBILITIES**

**Publication Period: June 1 – 16, 2023**

**CITY ADMINISTRATOR’S OFFICE – LOCAL HOUSING AND SETTLEMENT DIVISION**

**Plantilla Item No. 34 – Housing and Homesite Regulation Officer V (SG 22)**

1. Implement housing and urban development policies and guidelines as directed by the City's Local Housing Council;
2. Conduct the preparation of the City's socialized housing programs and other housing concerns for approval of the LCE;
3. Identify prospective sites for projects related to shelter development and land acquisition;
4. Prepare and formulate plans and programs for the upgrading of specific and existing projects and/or programs;
5. Undertake the demolition of illegally constructed housing units on government and private properties along danger zones;
6. Prepare plans, lot surveys, on-site inspection, and assist in supervising projects to ensure that these conform to the approved specifications and existing regulations as embodied in the local development plan;
7. Perform other duties and responsibilities as may be assigned from time to time.