



## Housing Manager

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### Summary

Manages, plans, and monitors all of the City's housing programs and provides highly technical policy analysis and staff assistance related to housing programs and policies.

### Class Characteristics

General direction is provided by a higher-level manager in the City Manager's Office; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services personnel and consultants.

Housing Manager is distinguished from the Housing Administrator by its management responsibilities for division operations and activities and performance of the full range of duties and responsibilities of the City's housing programs. The incumbent exercises independent judgment in the development, implementation, and management of assigned programs.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Manage the City's housing and other assigned programs; manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Housing division.

Interpret, apply, and explain federal, state, and local regulations and statutes relative to assigned program areas.

Coordinate and oversee City efforts with housing development companies to implement affordable housing projects.

Prepare and present detailed policy and legislative analyses, including reports and recommendations to the City Manager, City Council, and a variety of boards/commissions/committees, community and business organizations, and other public agencies regarding housing programs, projects, funding, and the City's Housing Element of the General Plan.

Negotiate and manage contracts, including development agreements and affordable housing agreements; monitor for compliance with adopted programs, such as Community Development Block Grant (CDBG) and HOME.

Develop requests for proposals and evaluate proposals relating to affordable housing.

Coordinate with community organizations, public officials, consultants, non-profit groups, developers, real estate agents, and others to develop and implement housing projects and programs; assist in creating new housing programs and projects.

Act as a liaison to the City's homeless service providers and related non-profits.

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Assist with monitoring and retaining certification of the City's housing programs, including the General Plan Housing Element and the Housing and Urban Development CDBG Consolidated Plan.

Complete the annual Redevelopment Agency reports as required.

Manage the City's CDBG program and other Housing Urban Development (HUD) grants and programs.

Administer the City's First Time Homebuyer program; prepare and provide information to homeowners and financial institutions.

Prepare, administer, and monitor all Housing fund budgets and subrecipient agreements; prepare and submit all required documents necessary for the administration of the CDBG program.

Prepare grant applications and program reports.

Prepare staff reports, correspondence, notices, resolutions, ordinances, and other written materials.

Respond to and provide assistance to City staff and community-based subrecipient agencies regarding assigned programs.

Supervise the City's Comprehensive Housing Affordability Strategy and Annual Final Statement.

Act as liaison with the HUD offices, other CDBG agencies, and other City, county, state, and federal agencies.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; provide performance improvement counseling and/or recommend corrective action.

Perform related duties as assigned.

### Skills/Abilities:

Develop, implement, and administer goals, objectives, and procedures; make sound decisions in order to provide effective and efficient housing programs.

Read, analyze, and interpret common scientific and technical journals, reports, and legal documents.

Prepare effective reports and explain complex issues and ideas; make effective presentations to decision-making bodies and citizen groups.

Effectively present information and respond to questions from groups of managers, clients, and/or subgrantees, customers, and the general public.

Analyze problems, collect data, establish facts, and draw valid conclusions and/or identify alternative solutions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Analyze complex financial documents, evaluate market studies, and make sound recommendations.

Manage a variety of work program areas concurrently.

Supervise, train, and evaluate assigned personnel.

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Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

### Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; bend, stoop, or crouch; perform simple grasping and fine manipulation; use telephone, write, or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate. While performing duties, the employee is regularly required to explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees, and the public.

### **Qualifications**

#### Knowledge of:

Federal, state, and local laws, codes, regulations, and ordinances relating to assigned program areas.

Principles and practices of public administration, including budgeting and program management.

Financial analysis techniques and research methods related to housing activities; report writing.

Principles of project management.

Negotiating and public relations techniques.

Development and presentation of service level options.

Basic construction methods and terminology and construction financing techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

A Bachelor's degree from an accredited college or university with major course work in planning, business administration, public administration, or a related field is required. A Master's degree with major course work in a related field is desirable.

#### Experience:

Five years of increasingly responsible experience in affordable housing or a related field.

#### Certifications/Licenses:

Possession of a valid California Class C driver's license.

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Department: City Manager  
FLSA Status: Exempt