



TWO EMPLOYMENT OPPORTUNITIES



*Come join our
boundary-
pushing and
transformative
Executive Team
at the City of
San Rafael!*

HOMELESS PROGRAM MANAGER HOUSING PROGRAM ANALYST or MANAGER

3 YEAR FIXED-TERM POSITIONS CITY OF SAN RAFAEL, CALIFORNIA

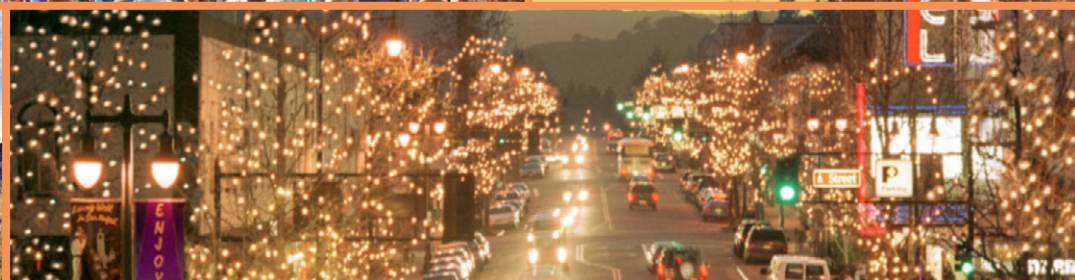
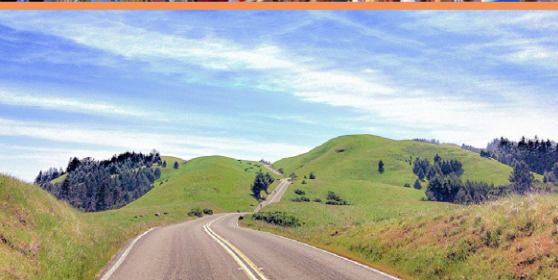
SALARY RANGE } MANAGER: **\$93,396-\$144,900** ANNUALLY DOQ/DOE
ANALYST: **\$71,424-\$110,796** ANNUALLY DOQ/DOE

The City of San Rafael is seeking to fill two fixed term positions (each with a three-year guaranteed term): a **Homeless Program Manager** and a **Housing Program Manager or Analyst**. These positions will play a vital role in addressing homelessness and housing issues in our community and forward the overall goal of the City to end chronic homelessness. The City has had great success in dramatically transforming the local system of care for people experiencing homelessness and is looking for strategic and passionate individuals who can continue to champion these programs. The City of San Rafael is an innovative, forward thinking organization where you will have a lot of autonomy and take on exciting projects and become a key part of our dynamic leadership team.



THE CITY

The City is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.



TOGETHER SAN RAFAEL

SAN RAFAEL'S ORGANIZATIONAL CULTURE framework is an initiative called "TOGETHER SAN RAFAEL." City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The **Together San Rafael initiative is focused** on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience. TOGETHER SAN RAFAEL is about:

- ▶ **BRINGING** staff and management together to collaborate cross-departmentally.
- ▶ **EMPOWERING** all City employees to share and implement their innovative ideas.
- ▶ **CELEBRATING** the innovation happening every day in our departments.



GUIDING PRINCIPLES

Employees across the organization developed our guiding principles. We are integrating these in everything we do, and this position plays a pivotal role in achieving them.

Together in Service

- Collaborate across departments
- Appreciate diverse perspectives and help others succeed
- Assume positive intent

Start with Community Needs

- Cultivate trust
- Design services with "customer" in mind
- Convene and co-create



Find Something to Say Yes To

- Take risks and try new things
- Seek creative solutions
- Create an exceptional customer experience

Reimagine the Status Quo

- Find the root problem
- Ask "why" we do it this way
- "Fail" fast, learn, and try again

Practice Openness

- Communicate well and often
- Be open to change
- There's always more to learn

Be Mindful

- Every interaction creates a story
- Be fiscally responsible
- Honor those we serve with integrity



THE COMMUNITY DEVELOPMENT DEPARTMENT

THE DEPARTMENT'S MISSION is to make San Rafael a great place to live and do business and is committed to improving the quality of life in the community. The Department is comprised of three divisions, City Planning, Building Construction, and Code Enforcement. Over the past five years, the City of San Rafael, in partnership with the County of Marin and local service providers, has played a central leadership role in dramatically transforming the local system of care for people experiencing homelessness. From driving double digit reductions in chronic homelessness to launching innovative programs that have been named statewide best practices by the League of California Cities, the City of San Rafael has become a regional, state, and national leader on homelessness. As we continue to accelerate our efforts, we believe Marin County can become the first county in the Bay Area to end chronic and veteran homelessness.

THE JOBS / IDEAL CANDIDATE

HOMELESS PROGRAM MANAGER

The Homeless Program Manager will effectively manage the City's homeless **policies and programs**, related to rent stabilization, affordable housing, project financing and homeless housing strategies, who is excited about public service. Current programs include:

Coordinated Entry, Housing First, affordable housing development through programs like **Project Home-Key**, the delivery of street outreach and mobile services, homelessness prevention, and rapid rehousing. Importantly, this position will also play a critical community engagement role in working with the public to build understanding and support for these efforts, while also utilizing public input to iterate our approach. The Homeless Program Manager also engages regularly with other City departments in addressing social inequities and working with our underserved communities. This position will have the opportunity for both policy and programmatic work, grant administration, as well as in-the-field work with frontline practitioners.

The ideal candidate will be an innovative and passionate professional with experience overseeing homeless programs and policies that have a measurable impact on the community they serve. Successful candidates will have strong interpersonal skills, an infectious passion, and the political savvy to have difficult conversations with tact. The selected candidate will be an out of the box thinker with an analytical approach to understanding the social determinants of homelessness, can successfully predict the impact of related programs and policies, and justify funding with measurable results. This position plays a key role in promoting collaboration among public agencies, nonprofit service providers, businesses and community groups.

The successful HOMELESS PROGRAM MANAGER will also:

- ▶ Oversee the daily functions, operations, and activities of the City's homelessness programs.
- ▶ Ensure compliance with Federal, State, and local housing regulations.
- ▶ Write and present information and reports to committees, commissions, the City Council, and other agencies, consultants, groups and nonprofit organizations who have a shared mission.
- ▶ Develop public communications, and design strategies for outreach and engagement efforts.
- ▶ Partner with the County of Marin and local nonprofit service providers.
- ▶ Build relationships with neighboring jurisdictions and governmental agencies.
- ▶ Prepare and monitor project and program budgets and expenditures.
- ▶ Measure the efficiency and effectiveness of programs.
- ▶ Initiate and oversee database and file management strategies and systems.
- ▶ Supervise and train assigned division staff and volunteers and evaluate performance.

HOUSING ANALYST OR PROGRAM MANAGER

This position is part of the City's passionate and skilled team who are engaged and creative thinkers and excited about public service. Successful candidates will be expected to find innovative ways to oversee the City's housing programs, which may include affordable housing and other community needs programs. This position could be hired as either a Housing Program Analyst, or Manager depending on experience and ability. Work assigned may be in a specific program area and the position may be filled at one or more of the following levels:

HOUSING ANALYST: The Housing Analyst develops policies and programs related to housing and tenant protection, monitors housing grant opportunities, prepares grant proposals, and develops creative short- and long-term approaches to maintain and expand the supply of affordable housing. This position will collaborate across departments and support the Housing Manager and/or Community Development Director in areas of expertise.

HOUSING PROGRAMS MANAGER: The Housing Manager is responsible for managing staff, volunteers, operations, and activities of the housing division, related to rent stabilization, affordable housing, project financing and homeless housing strategies. This position will identify creative approaches to maintaining and expanding the supply of affordable housing in the City, which includes evaluating community service needs, and assessing and developing related housing policy and programs. This position will bring new ideas to remove barriers to affordable housing, create metrics to measure success, and regularly present to City Council. The Housing Program Manager also administers the Affordable Housing Trust Fund and actively obtains grants to fund housing programs.

Successful candidates will find innovative approaches to managing these housing programs, which may include programs related to affordable housing, renter protection ordinance amendments, and more. The ideal candidate will present ideas to Council that are data driven and supported by measurable improvements. The Housing Program Manager will be financially savvy and fiscally minded to analyze the cost to benefit ratio of policies and programs, determine affordability, and ensure viability.



The successful HOUSING PROGRAM ANALYST/MANAGER will also:

- ▶ Manage the collection of in-lieu fees and partner with the Marin Housing Authority to oversee administration of the City's BMR inclusionary housing program and contracts.
- ▶ Research and secure new sources of public, nonprofit and private funding.
- ▶ Develop and present reports to various groups and stakeholders regarding projects.
- ▶ Oversee public outreach and communications.
- ▶ Work with consultants and vendors and oversee related timelines and outcomes.
- ▶ Partner with Marin County to administer financing under the CDBG, HOME and like programs.
- ▶ Measure the efficiency and effectiveness of programs.
- ▶ Assist in the development of the City's Housing Element and other planning reports, including potential Specific and Precise Plan preparation for two priority development areas.
- ▶ Initiate and oversee database and file management strategies and systems.

EMPLOYMENT STANDARDS FOR *BOTH* HOUSING & HOMELESS PROGRAM MANAGERS



EDUCATION & EXPERIENCE:

- ▶ Any combination of education and experience equivalent to a bachelor's degree in Public Policy, Social Sciences, Public Health, Public Administration, or a related field AND
- ▶ Possession of or ability to obtain a valid California Driver's License.
- ▶ Four (4) years of progressively responsible experience in the development, delivery, monitoring, or evaluation of community programs with at least two (2) years of experience working with the homeless and at least two (2) years supervision, leadership, or management of complex programs/projects.

DESIRABLE FOR ALL POSITIONS:

- ▶ Bilingual Spanish.
- ▶ Public agency experience.

HOUSING ANALYST:

- ▶ Any combination of education and experience equivalent to a bachelor's degree in public policy, business or public administration, management, or a related field AND
- ▶ Three (3) years of progressively responsible experience analyzing and developing housing policy and/or other housing-related ordinances, programs, and studies.



COMPENSATION & BENEFITS

The City of San Rafael offers an attractive compensation and benefits program. The ranges for these positions are: **MANAGER: \$93,396–\$144,900 annually DOQ/DOE** | **ANALYST: \$71,424–\$110,796 annually DOQ/DOE**. The benefits package includes:

RETIREMENT: Participation in PARS (Public Agency Retirement System). Employer contribution of 3.75% and employee contribution of 3.75% of their salary to the retirement plan.

HEALTH INSURANCE: Full flex cafeteria plan which can be applied to a health plan (Employee Only - \$634.57; Employee + 1 - \$1,269.13; Employee + Family - \$1,649.88)

DENTAL INSURANCE: Fully paid for employee and dependents.

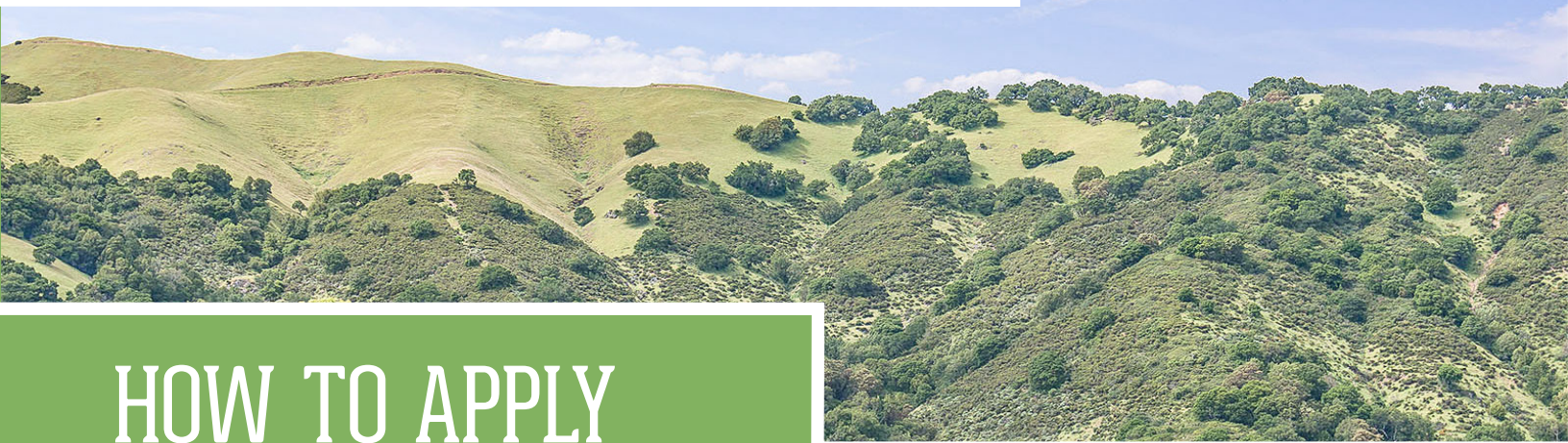
VISION INSURANCE: Fully paid for employee and dependents.

ADMINISTRATIVE LEAVE: Ten (10) days of administrative leave per year. Pro-rated based on hire date.

SICK LEAVE: Twelve (12) days of paid sick leave per year. Pro-rated based on hire date.

VACATION: Ten (10) days per year. Pro-rated based on hire date.

OTHER LEAVE: Eleven (11) City holidays and two (2) floating holidays.



HOW TO APPLY

*This is an open continuous recruitment and applicants will be interviewed as ideal candidates are identified. Interviews will be held in **JUNE and early JULY 2021**, so apply **ASAP** for first consideration.*

 [CLICK TO APPLY](#)

QUESTIONS?

Please contact **Carmen Valdez**, with any questions:

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510.468.9883