

**City of San Rafael
Job Class Specification**

Job Title: Housing Program Manager

SUMMARY:

This position plays a vital role in addressing housing issues in the City and moves forward the City's overall goal to end chronic homelessness. The Housing Program Manager will effectively manage the City's housing policies and programs related to rent stabilization, affordable housing, project financing and homeless housing strategies.

This is an exempt, mid-management level position in the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED:

This position reports to the Community Development Department 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- 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.
- 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.
- Bring new ideas to remove barriers to affordable housing, create metrics to measure success, and regularly present to City Council.
- Administer the Affordable Housing Trust Fund and actively obtains grants to fund housing programs.

KNOWLEDGE OF:

- Affordable housing programs and policies.
- Grant writing and administration.

ABILITY TO:

- Find innovative approaches to managing housing programs, which may include programs related to affordable housing, renter protection ordinance amendments, etc.
- Develop and present ideas to Council that are data driven and supported by measurable improvements.
- Analyze the cost to benefit ratio of policies and programs, determine affordability, and ensure viability.

EDUCATION and/or 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.

Bilingual Spanish and public agency experience desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video displays. The employee frequently works in evenings or weekends; typically, in inside environmental conditions. The employee occasionally may travel between worksites. The noise level in the work environment is usually moderate.

Date: July 2021

FLSA status: Exempt