

**City of San Rafael  
Job Class Specification**

## **Job Title: Assistant Community Development Director**

### **SUMMARY:**

The Assistant Community Development Director develops, plans, organizes, administers, and oversees the Housing and Homeless Strategies Program; collaborates with City staff and public, private, and non-profit agencies to ensure long-term success of the program as it relates to rent stabilization, affordable housing production, homeless housing strategies, homelessness prevention and intervention, and project and program financing; assists the Community Development Director in the overall management of the department and acts in the absence of the Director; performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Community Development Director is responsible for direction and administration of the Housing and Homeless Strategies Program within the Community Development Department. The incumbent is responsible for developing policies, goals, and objectives, supervising staff, and administering the budget. Assignments allow for a high degree of administrative direction in their execution. This classification is distinguished from the Community Development Director by the latter's overall managerial accountability for the Community Development Department.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Community Development Director. Exercises direct supervision over managerial, supervisory, professional, technical, and office support staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is meant to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Assists the Community Development Director in the overall management of the department, including coordinating the efforts of the operating division managers and developing general departmental administrative policies and procedures.
- Provides fiscal and operational management of assigned departmental programs, including needs assessment, program design, development of budget, development of goals and objectives, establishment of work standards, and program implementation and evaluation.
- Coordinates and integrates housing and homeless program operations with other City departments; public, private, and non-profit agencies; and engaged citizen organizations.
- Provides information to the Community Development Director, City Manager, City Council, community, and other agencies about the housing and homeless program.
- Oversees administration of the Affordable Housing Trust Fund and the collection of in-lieu fees.
- Oversees administration of the City's Below Market Rate (BMR) inclusionary housing program and contracts.

- Oversees the maintenance of a list of affordable housing units and develops strategies for protecting at-risk units.
- Works with Code Enforcement Supervisor and Division to increase the safety and quality of housing in San Rafael through the Housing Inspection Program and incorporate field observations into policy development.
- Researches and secures new sources of public, private, and nonprofit funding to support affordable housing programs and homeless strategies.
- Develops and presents reports to various groups and stakeholders regarding projects.
- Oversees public outreach and communications; engages the community for feedback on an ongoing basis, with particular attention to reaching underrepresented groups.
- Works with consultants and vendors and oversees related timelines and outcomes.
- Partners with Marin County to administer financing under the Community Development Block Grant (CDBG) Program, HOME Investment Partnership Program, and other similar programs.
- Measures the efficiency and effectiveness of programs and implements quality improvement measures.
- Provides oversight in the development of the City's Housing Element and other planning reports.
- Initiates and oversees database and file management strategies and systems.
- Identifies 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.
- Presents new ideas to remove barriers to affordable housing, creates metrics to measure success, and regularly presents to City Council.

#### **KNOWLEDGE OF:**

- Understanding of City partnership roles in affordable housing development and in combating homelessness.
- Federal, state, and municipal laws and regulations governing housing and community development projects and programs, and related supportive services including Department of Housing and Urban Development (HUD) regulations, and other federal, state, and private financing techniques.
- CDBG program legislation and regulations, including monitoring and assessment techniques, contract compliance and auditing, project development and management, and interpretation of program regulations.
- Contract compliance and proposal writing.
- Housing production, construction, and rehabilitation techniques and practices.
- Principles, practices, and trends in affordable housing and housing maintenance.
- Principles and practices of effective supervision, including selection, training, employee motivation, work evaluation, and constructive feedback for performance improvement.

#### **ABILITY TO:**

- Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Identify innovative strategies for addressing affordable housing and homeless programs.
- Apply an equity lens in evaluating potential and existing policies and strategies.
- Develop and present ideas to City 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.
- Establish and maintain effective working relationships with those encountered in the course of the work.

### **EDUCATION and/or EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities is:

Equivalent to graduation from an accredited four-year college or university with major coursework in public administration, business administration, land use planning, or a related field.

### **AND**

Four (4) years of increasingly responsible experience in human services, affordable housing, public health, community development, or a related field, including at least two (2) years of management or supervisory experience. Bilingual (Spanish) capability is desirable.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid California driver's license by the date of appointment.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports, correspondence, and department policies and procedures. Ability to effectively present information and respond to questions from managers, officials, and the public. The ability to understand and to make oneself understood to Spanish speaking individuals is desirable.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS:**

The physical demands 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 frequently required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up

to 25 pounds. Vision abilities required include close vision, distance vision, and ability to adjust focus.

**WORKING 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions, occasionally uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

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| FLSA Status:   | Exempt  |
| Prepared By:   | MRG and Community Development Department Management |
| Prepared Date: | August 2022   |
| Approved By:   | City of San Rafael Human Resources                  |
| Approved Date: | September 2022                                      |