

Salary Schedule	MOU	Benefits
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HOUSING DEVELOPMENT MANAGER

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DEFINITION

Under general direction of the Community Development Director, supervises and participates in the planning, development, coordination and implementation of the City's housing development and acquisition programs and performs related work as required. This position is Civil Service Exempt.

EXAMPLES OF DUTIES

1. Develops and administers city-wide housing development and housing affordability strategies and programs. Supervises the design, implementation and evaluation of affordable housing projects and programs such as new construction, acquisition, home ownership and affordability subsidies.
2. Develops and markets techniques, strategies and programs to stimulate housing affordability, including the development of financial incentives and resources through discussions with agencies of the State and Federal government, the private sector, non-profit agencies and community-based organizations.
3. Prepares, develops, and implements short and long-range plans for housing affordability city-wide and in redevelopment project areas. Secures new development and secures participation and input from developers, property owners, neighbors and target populations.
4. Analyzes proposed housing development, acquisition and/or subsidy projects desiring City/Housing Authority assistance or approval for their financial feasibility and potential impact on the expansion of affordable housing opportunities.
5. Initiates housing projects; develops financing applications; assists in selection of architects, engineers, contractors, consultants, etc.; works with these professionals in project development and implementation; assists in government planning and review process; establishes construction time and cost schedules; and supervises or coordinates construction activity.
6. Represents the City in consortia or joint powers agencies related to affordable housing.
7. Supervises or provides liaison and staff support to City commissions, task forces and non-profit agencies.
8. Performs general administrative activities, including the preparation and administration of grants, contracts, agreements, reports, correspondence and related materials.
9. Coordinates, trains, supervises and evaluates staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited college or university with a B.A. in Public or Business Administration, Planning or a closely related field.

Experience: Four years of progressively responsible experience in housing development, including affordable housing.

Knowledge

Thorough knowledge of housing development; programs and resources for housing development; public/private sector approaches and techniques to stimulate and promote housing development; financial techniques and procedures relating to housing development and expansion of affordable housing opportunities; and Federal, State and local regulations dealing with housing development.

Ability

Ability to organize and implement programs; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public; effectively solicit and coordinate input and participation from neighbors and target populations; and assist in the supervision, training and evaluation of the housing development staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.