

HOUSING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Housing Division and Housing Authority including administration of a variety of affordable housing programs and projects; to coordinate Housing Division and Housing Authority activities with other divisions and departments; and to provide highly complex staff assistance to Economic Development Director.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the Economic Development Director.

Exercises direct supervision over assigned management, supervisory, professional, technical, and support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct a variety of affordable housing programs and projects (rental and purchase) and administration of the City's Community Development Block Grant (CDBG) program and federal rental assistance (Housing Choice Voucher program through the Housing Authority), as well as administration of other state and federal grant funded programs (HOME, Cal Home, BEGIN).

Direct, oversee and participate in the development of the Housing Division and Housing Authority work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Housing Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Negotiate and/or coordinate with developers, lenders, title companies, social service agencies, various public agencies, property owners, and tenants regarding affordable housing projects and issues.

Serve as Executive Director of the City's Housing Authority and act as its hearing officer, as necessary; administer the City's Redevelopment Agency low/moderate housing set aside funds.

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Prepare and present reports and recommendations to the Economic Development Director, City Manager, City Council and a variety of City boards/commissions/ committees, community and business organizations, and other public agencies regarding a variety of housing programs, activities, and projects.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of affordable housing program administration, financing, and related development, real estate and Redevelopment methods and practices.

Community Development Block Grant (CDBG), HOME, Cal Home, BEGIN and Housing Choice Voucher (federal rental assistance through the Housing Authority) application methods, administration, and compliance/reporting requirements.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

#### Ability to:

Organize and direct affordable housing operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

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

### Experience and Training

#### Experience:

Five years of increasingly responsible experience in an affordable housing program administering Housing Choice Vouchers, Community Development Block Grants and/or affordable housing construction related programs/projects, including two years of supervisory responsibility.

AND

#### Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in public administration, business administration, planning, economics, civil engineering, social services or a related field.

### License or Certificate

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

Possession of a Real Estate license is highly desirable.

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10-24-19	
05-14-16	Class Reinstated
09-16-14	Class Eliminated
08-25-12	Housing Manager
07-01-03	Housing Programs Manager