



## **HOUSING AND COMMUNITY DEVELOPMENT MANAGER**

### **DEFINITION**

Under the direction of the Economic and Community Development Director, manages the technical, fiscal, and policy aspects of affordable housing projects and programs; implements and administers varied City and grant funded programs related to the development, redevelopment and preservation of community housing resources and public services; provides professional and technical assistance to departmental and City staff in the assigned areas of responsibility; performs related work as required; and supervises Community Development staff engaged in implementing the affordable housing program.

### **EXAMPLES OF DUTIES**

Plans, organizes, reviews, evaluates, and personally performs activities to implement a variety of housing and community improvement programs such as, but not limited to:

- Community Development Block Grants –includes obtaining and managing available funds, promoting citizen involvement, monitoring sub grantees, and ensuring compliance with program requirements.
- Rehabilitation Loan/Grant Program –includes marketing the housing and rehabilitation program, obtaining qualified applicants, working with County and bank officials to ensure underwriting for loans, coordinating with the Alameda County rehabilitation program and performing loan and grant servicing duties.
- Public Services – Coordinates and oversees the public service provider selection process and the provision of contractual services, prepares contracts with public service providers, manages funding and ensures compliance with program requirements.
- Assists in the development and implementation of goals, objectives, policies, procedures and the biennial budget for the department in assigned areas of responsibility.
- Prepares state and federal grant applications and assists in locating alternative funding sources.
- Recommends selection of contract staff, and reviews, coordinates and manages their work; may direct the work of assigned support staff.
- Assists in the preparation and evaluation of project pro formas.

## **EXAMPLES OF DUTIES (continued)**

- Prepares contracts, resolutions, correspondence and related materials.
- Confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
- Maintains detailed records and files; prepares and submits periodic and special reports to ensure compliance with funding agency requirements; prepares a variety of periodic and special reports regarding functional areas of responsibility.
- Represents the City in meetings with representatives of governmental agencies, financial, bonding and underwriting institutions contractors, property and business owners and the public; explains programs and procedures, obtains information and acts as liaison in difficult situations.
- Monitors developments related to defined program areas; evaluates their impact upon City operations and recommends policy and procedural improvement.
- Serves as the technical resource for developers of affordable housing.
- Participates in project and loan agreement negotiations.
- Supervises technical/clerical staff that support the housing programs.

## **QUALIFICATIONS**

### **Knowledge Of:**

Principles, practices, techniques of implementing and managing housing and community development and public finance and neighborhood preservation programs, including participant requirements and funding source constraints; program management and monitoring techniques; contract administration methods; research and financial analysis techniques; applicable City, county, state and federal laws, ordinances, and regulations; and basic planning principles and practices.

### **Ability To:**

- Plan, implement, monitor and evaluate a variety of community development, neighborhood preservation and public finance programs.
- Interpret and explain complex laws, rules and regulations; conduct studies, analyze complex problems, evaluate alternatives and make sound, creative recommendations.

### **QUALIFICATIONS (continued)**

- Exercise initiative and sound independent judgement within general policy guidelines; negotiate and administer contracts and agreements.
- Follow-up on projects; establish and maintain effective working relationships with those contacted in the course of the work.
- Represent the City effectively in meetings with others.
- Prepare clear, concise and competent reports, correspondence and other written materials.

### **EXPERIENCE, EDUCATION AND TRAINING:**

The position requires a Bachelor's degree from an accredited college or university with major course work in planning, economics, public or business administration or a related field and five (5) years of progressively responsible experience in housing and community development programs, preferably within a municipal setting. A Master's degree is highly desirable. Program development and monitoring experience are essential.

Must possess a valid California Driver's license and have a satisfactory driving record.