



Housing Policies and Programs Manager

Class Specification

Established: 4/24

Class ID: 240

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, manages and administers specified housing programs and other related activities; leads in the development and implementation of affordable housing programs, participates in the review of affordable housing development projects, and leads long-range activities based on the City's General Plan, Housing Element, Specific Plans, and regional initiatives; performs a variety of studies and prepares and presents staff reports; serves on review committees; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director or designee. May exercise supervision of assigned administrative, technical, professional, and contract staff.

DISTINGUISHING CHARACTERISTICS

This is a single-position, management level classification responsible for managing and administering housing activities, policies, and programs. The incumbent also provides technical expertise and assistance to City staff, the City Council, the Planning Commission, developers, advocates, and the general public. Performance of the work requires an extensive professional background as well as skills in coordinating assignments with other City departments and public agencies. The incumbent is expected to carry out duties with a high degree of administrative discretion and independence within the context of City policies, codes, and standards.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and implement policies and programs pertaining to housing supply and affordable housing in the City, including the Housing Element, the General Plan, and other planning reports.

Facilitate the development of housing projects, including new construction and acquisition/preservation projects, developing timelines, managing consultants, negotiating with developers, directing and performing research, and coordinating with City staff.

Monitor current regulations, code changes, and legislation; analyze potential impacts to City policy or programs.

Research and secure new sources of Federal, State, regional, philanthropic, and private funding and grants for the City's affordable housing programs and other housing or neighborhood projects.

Oversee administration of the City's planned inclusionary housing program, including marketing new units, collecting in-lieu fees, and managing contracts; interpret Below Market Rate (BMR) ordinances and guidelines; work with staff to develop and implement procedures; and provide oversight of any external BMR administrators hired to administer the program.

Educate and engage with the public, community stakeholders, and elected and appointed city officials on housing programs and policies.

Represent the City in the Alameda County HOME Investment Partnerships Program (HOME) and Community Development Block Grant Program (CDBG) for federal funding allocations.

Prepare and manage Notices of Funding Availability (NOFAs), Request for Proposals, and/or Request for Qualifications.

Process loan and grant applications for City funds including conducting due-diligence evaluations of proposals and proformas from affordable housing developers or other parties; negotiating and preparing loan documents with assistance from the City attorney and/or other appropriate parties; and completing the loan closing process.

Oversee funded projects through final construction completion to ensure that City loan or grant funds are accurately disbursed and utilized; oversee contract management and payment disbursement; assist in ongoing loan and grant compliance monitoring.

Prepare a variety of reports on housing production and preservation, neighborhood improvement, and other related City activities; gather and analyze data; recommend appropriate action.

Prepare staff reports and make presentations for Council, subcommittees, ad hoc committees, other boards and commissions, community groups, and stakeholders.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Negotiate and manage contracts and agreements.

May exercise direct supervision and training over assigned administrative, technical, and professional and personnel including providing timely, accurate and thorough performance evaluations.

Represent the City in meetings with representatives of other agencies, departments, organizations and community groups; participate in outside community and professional groups and committees.

Monitor current and new regulations, code changes, and legislation, trends and innovations, and assess impact and potential improvements to City policies, programs, and projects.

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.

QUALIFICATIONS

Knowledge of:

- Principles and practices of housing programs and development and public policy, including best practices, statistical analysis, and information technology applications.
- Procedures, regulations, and practices in housing and redevelopment, financing, land acquisition, construction, rehabilitation, and historic preservation.
- Applicable Federal, State, and local funding programs related to housing, including HOME Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG).
- Procedures for planning, implementing, and maintaining a variety of housing activities and programs through community participation.

- Principles of building, zoning, and applicable local codes.
- Grant preparation and contract administration principles and techniques.
- Principles and practices of supervision, training, and performance evaluations to include leadership, motivation, team building and conflict resolution techniques.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organization
- Basic budgeting and loan accounting principles and practices.
- Basic methods for publicizing and disseminating information regarding housing development projects.
- Current computer applications as well as applications used in land use planning and housing development.

Skill or Ability to:

- Analyze, interpret, apply, and explain laws, rules, codes, and regulations related to housing production, preservation and maintenance, neighborhood improvement, redevelopment, and economic development.
- Interpret and explain pertinent housing and department policies and procedures.
- Analyze, interpret, explain, and implement various Federal, State, and third-party regulations, rules and procedures, and department policies and procedures.
- Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines.
- Plan, organize and implement housing programs, including a proactive outreach and communication program.
- Develop and monitor an assigned program budget.
- Negotiate, review, and prepare written agreements.
- Supervise, train, and evaluate personnel.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations.
- Effectively use computer systems, software applications, and current business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing; effectively conduct meetings and make presentations to various groups.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university in city, urban or environmental planning, architecture urban planning or a related field and five (5) years of increasingly responsible experience in housing development and rehabilitation, planning, or related field including two (2) years of administrative, lead, or supervisory responsibilities related to planning, organizing, and coordinating housing programs.

License and Certificate:

Possession of a California driver license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders,

stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds or more with appropriate equipment or staff assistance. Assigned duties and responsibilities will require attendance at meetings outside of normal business hours including evenings and weekends.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day, evening, and weekend meetings, at various sites within and outside the City.