



ATTACHMENT 2

June 2021
FLSA: Exempt

HOUSING AND ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the City's housing, economic development, and community development projects and program; provides housing services and assistance to the community; ensures compliance with federal, state, and local housing regulations; directs the implementation and administration of City-wide policies and programs related to affordable housing development, rehabilitation, and rent stabilization; develops and manages federal, state, and local funded housing programs and activities within the City; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Community and Economic Development Director in areas of expertise; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community and Economic Development Director. Exercises general direction and supervision over supervisory and professional staff through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating economic development, housing and community development projects and programs for the City. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of economic development, housing, and community development projects and programs, including providing housing services and assistance to the community;
- Ensures compliance with federal and state housing regulations; and directs the implementation and administration of City-wide policies and programs including, but not limited to, affordable housing development, rehabilitation, and rent stabilization.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, project and program execution; ensures compliance with budgeted funding.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Researches and identifies funding sources; applies for federal, state, and regional funds, and obtains construction financing for projects.
- Meet with developers, investors, and business organizations to promote affordable housing development in the City; work with neighborhoods and development groups to identify development needs and explain projects and programs; represents the City in meetings with representatives of other agencies, department, organizations and community groups.
- Prepares and administers CDBG and Successor Agency funds and budgets; prepares and submits various budgetary documents to funding agencies; manages affordable housing loan portfolio, and portfolio or income restricted units.
- Oversees, develops, and implements affordable and supportive housing programs related to Measure HH and First Source Hiring; recommends and implements program policies in collaboration with consultants.
- Negotiates and administers contracts and other related legal documents between the department and consultants, contractors, and developers, including affordability restrictions, Owner Participation and Property Disposition Agreements.
- Prepares and presents written and oral reports to committees, commissions, the City Council, and other public agencies or parties related to areas of assignment; explains information and responds to questions from elected or appointed officials.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new legislation, trends and innovations in planning; assesses impact and potential improvements to programs and projects; develops and implements policy and procedural changes.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of program planning including the methods and techniques of program evaluation and budgeting.
- Applicable federal, state and local laws, rules, ordinances, statutes, and regulations.
- Principles and practices of housing and commercial construction and development.
- Principles and practices of loan procurement and administration.
- Principles and practices of community planning, redevelopment dissolution, and economic development.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Use of technology to facilitate information gathering, sharing, and decision-making.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the division and the City.
- Negotiate complex real estate agreements.
- Prepare, analyze and interpret complex reports.
- Apply logical thinking to solve problems, accomplish tasks, and to understand, interpret and communicate policies, procedures and protocols.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Evaluate the effectiveness of assigned programs and implement modifications as necessary.
- Maintain accurate and organized records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A relevant advanced degree may be supplemented for up to two (2) years of experience. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public administration, business administration, economics, urban planning, political science, or a related field and eight (8) years of increasingly responsible experience in economic development, community development, or housing programs, including three (3) years of administrative or management experience in community development, housing projects, Community Development Block Grant (CDBG), or related experience.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.