

HOUSING MANAGER

AGENCY/DEPARTMENT:

Housing/Housing Development & Grants Administration

Approved By HR Director: Date Approved:
Date of Last Revision:

Reports to: Housing & Neighborhood Revitalization Director Supervises: Senior Project Manager, Project Coordinator, Office Assistant

Conflict of Interest Code Filer:

JOB SUMMARY: Under general direction, plans, organizes, and directs the operations of the Housing Development & Grants Administration (Housing) Department; coordinates the Department's activities with private developers and institutions, public agencies, the public and City staff; administers the laws and ordinances pertaining to housing; coordinates compliance with and implementation of state redevelopment low and moderate income housing requirements and reports; negotiates land acquisitions and complex development agreements; supervises all phases of Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) allocation processes; performs difficult professional work in all phases of housing; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
- 2. Plans, supervises, coordinates, and reviews the work of Housing Department staff.
- 3. Develops, reviews, and implements departmental policies and procedures.
- Develops and manages departmental operating plan, including goals, objectives, new initiatives, and workforce planning.
- 5. Develops and manages the department's annual budget and work programs.
- Participates in public relations activities, including attending meetings and speaking at public gatherings.
- Supervises the preparation of reports, recommendations, maps, and special exhibits for presentation to the Planning Commission, City Council, Redevelopment Agency, Housing Authority and other governmental and civic organizations.
- Assists the Planning Department in the preparation of and updates for the City's Housing Element of the General Plan.
- Oversees preparation of the housing section of the Redevelopment Implementation report, Housing and Community Development (HCD) report and other housing reports.
- 10. Negotiates complex development agreements with for profit and non-profit developers.
- Negotiates land acquisitions and dispositions.
- 12. Ensures that plans are developed within applicable federal, state and local laws.
- 13. Develops, plans and supervises the CARES (Code enforcement, Arterial street improvement, Re-leaf program, Exterior improvement program, Sidewalk program-safe route to school) program, a comprehensive housing assistance effort involving federal, state, local and private funding sources.
- Serves as Acting Housing Director as assigned.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: Bachelor's degree from an accredited college or university with a major in planning, social science, economics, public administration, architecture, real estate, or closely related field.

EXPERIENCE: Six years of progressively responsible experience in housing or redevelopment programs, including two years of management and supervisory experience.

KNOWLEDGE OF:

- Current advanced principles and practices applicable to housing, redevelopment, urban planning and land development.
- Federal and state housing programs and requirements.
- Housing finance mechanisms.
- Housing and redevelopment laws and regulations.
- > Budget and project preparation and implementation.
- Basic accounting principles.
- Relevant computer software applications.
- > Supervisory and management principles.

ABILITY TO:

- Research and prepare grant applications for housing funds.
- Evaluate and make recommendations on requests for financial assistance to develop or rehabilitate housing projects.
- Supervise and participate in the collection, analysis and interpretation of data pertaining to housing, community development and redevelopment.
- Interpret and apply federal, state, and local laws and regulatory codes.
- Effectively communicate orally, graphically and in writing.
- Supervise, plan, organize, schedule, and complete projects within assigned timelines.
- Supervise the work of subordinate employees.
- Establish and maintain effective relationships with City employees, government officials, private developers, public groups and organizations.
- Adapt to changing requirements.
- > Make effective oral presentations.

LICENSES:

Valid Class C CA drivers license and an acceptable driving record at time of appointment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

Master's degree in a related field.

FLSA Exemption Status: Exempt Employee Unit: Association of Ontario Management Employees DOT Program Participant: No Job Family: Project Management

Career Progression: