



CITY OF SACRAMENTO
 Department of Human Resources
 915 I Street, Historic City Hall
 Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
 City Housing Manager**

An Equal Opportunity Employer

SALARY

\$52.39 - \$68.73 Hourly \$4,190.86 - \$5,498.77 Biweekly

ISSUE DATE: 05/02/19

FINAL FILING DATE: 05/30/19

THE POSITION

Under executive direction, develop, organize, oversee, and evaluate the development and implementation of housing policies, projects, operations, and activities within the City; manage City housing initiatives; provide strategic, integrated program direction; and consult with public officials at the local, state, and national levels, business associations, developers, community organizations, and other City departments and divisions to develop best practices and policies related to the quantity, quality, and affordability of housing within the City of Sacramento.

DISTINGUISHING CHARACTERISTICS

This is a single senior-level management position. The City Housing Manager performs complex strategic planning and analytical work. The incumbent functions as a working and functional project manager with authority to develop housing policies for the City of Sacramento.

The City Housing Manager is responsible for developing, directing, and coordinating City housing policies and activities to ensure a pro-active approach to stimulating the development of quality and affordable housing in Sacramento.

SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by an Assistant City Manager. Responsibilities may include the direct and indirect supervision of subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform related duties as needed:

- Develop and monitor proposed legislation and provide expert analysis of legislation/regulations related to housing; participate in industry and governmental activities to influence legislation and regulations consistent with the City's interests and needs.
- Develop and implement Citywide housing strategies; oversee the development and implementation of City housing policies; plan, develop, and manage the City's housing programs.
- Provide leadership, guidance and support to the general public, neighborhood leaders, community organizations, business associations, developers, government housing agencies, and outside organizations to promote housing development in the City and the region.
- Serve as the City's subject matter expert and advise City departments and other agencies on Citywide housing efforts.

- Conduct studies on housing and economic development issues; prepare comprehensive reports and analyses; make presentations; and advise the City Council, outside agencies, and various community groups on housing.
- Prepare and process reports, documents, and studies; draft resolutions for City Council review; submit requests for proposals/qualifications; prepare and negotiate professional service agreements and contracts.
- Evaluate City programs and policies to ensure the efficient allocation of capital resources for housing and related operations.
- Collect data from the census, and other national, state, regional and local surveys, community development organizations, and other sources related to Sacramento's housing sector; analyze the data for distribution, presentations, and policy development.
- Coordinate with other City divisions and departments to evaluate and recommend improvements to City processes related to housing; make recommendations to remove barriers, increase efficiencies, and improve innovation.
- Recommend and implement short-term actions to stimulate housing development.
- Perform other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of housing finance.
- Principles of the real estate development process.
- Principles and practices of community and urban development.
- Principles and practices of land use planning and zoning.
- Current affordable housing issues.
- Housing trends and potential market and economic influences.
- Principles and practices of contract preparation, administration, and evaluation.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles of effective personnel management, including supervision, training, and evaluation.
- Methods and techniques of effective community outreach.
- Identifying, applying for, receiving, and managing grants and other outside funding sources to enable implementation of the City's housing strategies.
- Relevant Sacramento area businesses, developers, nonprofits, and neighborhood communities.

Ability to:

- Represent the City's residential housing development and policy efforts.
- Coordinate and lead the work of subordinate personnel.
- Develop and implement effective housing development and financing strategies.
- Recommend and implement changes to current City procedures affecting housing.
- Establish and maintain effective and collaborative working relationships with those contacted in the course of work.
- Prepare and present clear and concise reports.
- Make effective presentations to public officials, committees, and outside agencies.
- Analyze situations, review complex data, and develop appropriate solutions.
- Prioritize multiple tasks and projects and meet critical deadlines.

EXPERIENCE AND EDUCATION

Experience:

At least six (6) years of progressively-responsible professional-level experience in development, affordable housing, real estate development, housing finance, or economic development. Must have a demonstrated command of housing development. Experience in financing and/or developing housing is highly desirable.

-AND-

Education:

A Bachelor's degree from an accredited college or university with major course work in planning, business or public administration, construction management, real estate or a related field.

Substitution:

A post-graduate degree may substitute for one year of the required professional-level experience.

PROOF OF EDUCATION

Proof of education such as college transcripts and degrees must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to employment@cityofsacramento.org by the final filing deadline. If submitting in person or via fax/email, please include your name and **Job #001933-19-ED** on your documents. Unofficial documents and/or copies are acceptable. **Important note: Applications will be rejected without proof of education.**

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted by the final filing deadline.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

THE SELECTION PROCEDURE

1. Application:(Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office by the final filing deadline:

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
- If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
- If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Proof of required education and/or degree equivalency must be submitted online with your application, emailed to employment@cityofsacramento.org, delivered in person, or sent to the Employment Office by fax or mail by the final filing deadline.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire:

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.

- Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process.

3. Screening Committee: (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

4. Interview Process: Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process. The Director will review the results, if necessary conduct additional interviews, and forward the recommendation to the City Manager's Office for final action.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit? <https://www.governmentjobs.com/Home/ApplicationGuide>? for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.
- Visit the City of Sacramento Human Resources Department website at? <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to? employment@cityofsacramento.org;
- Call the Human Resources Department at (916) 808-5726; or
- Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #001933-19-ED
CITY HOUSING MANAGER
SL

City Housing Manager Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**

Yes

- * 2. **I understand that I must submit** proof of education to the City of Sacramento Employment Office by the final filing deadline as noted within this posting. You may attach documents electronically; e-mail them to employment@cityofsacramento.org; mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.

Yes

- * 3. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

Yes No

* 4. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

* 5. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**

Yes

* Required Question