

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Development Officer (4226)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Housing	Varies	Exempt

### **CLASS SUMMARY**

Supervises and coordinates the most complex community development projects and programs in one or more of the following areas or any other designated areas: housing, mixed-use housing, real estate development, neighborhood development, state and federal grant management, homelessness interventions and solutions, housing policy development, housing program development, rehabilitation, or construction of housing economic and community development projects. May function independently or manage staff performing a complex activity or a number of smaller, moderately complex tasks, activities or programs. In complex programs, incumbents may be required to be qualified subject matter experts. Performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the third level of a three-level professional Development series. Incumbents of this class are responsible for performing project management and community development functions for the most complex projects or programs. Typically reports to a Housing Policy and Planning Administrator or Division Manager. This class differs from the lower level of Development Officer by its responsibilities for any or all of the following: more complex development programs and projects, accomplishment of work through subordinate supervisors, and management of a development section or a housing program area. Differs from the higher level Housing Policy and Planning Administrator or Division Manager who are responsible for an entire Division or for a function(s) of exceptionally high significance and complexity.

### **QUALIFICATIONS**

#### **Minimum Qualifications**

##### **Education and Experience**

Bachelor's Degree from an accredited college or university in Planning, Housing, Geography, Economics, Business Administration, Public Administration, Political Science, Sociology or related field and five (5) years of increasingly responsible professional level, directly related work experience, including two (2) years of supervisory or development project lead experience.

##### **Acceptable Substitution**

Additional related experience may be substituted for the education requirement on a year-for-year basis.

##### **Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid State of California driver's license may be required for some assignments.

##### **Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

##### **Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
  - Knowledge of real estate finance, development, marketing and appraisal.

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Development Officer (4226)**

- Knowledge of loan underwriting and title and escrow process.
- Knowledge of urban renewal, neighborhood preservation, low-income housing programs or affordable housing development.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance):**

- Ability to build understanding of key issues affecting persons experiencing housing instability and/or homelessness.
- Ability to speak a second language (Spanish, Vietnamese, Chinese, Tagalog are preferred).
- Knowledge of the operations of the City of San Jose 's development processes and issues.
- Knowledge of federal, state and local laws relating to development in San Jose.
- Experience implementing street-based outreach, case management, and interventions for the homeless.
- Knowledge of community participation processes and issues.
- Knowledge of development funding and financing processes.
- Knowledge of loan management practices.
- Experience conducting inclusive outreach and community engagement processes, working with racially diverse groups and community advocacy groups including homeless people or at-risk of homelessness populations.

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Development Officer (4226)**

- Experience in developing and implementing homeless and housing programs.
- Knowledge of best practices in providing homeless services, and experience with governmental programs transitioning homeless into interim and permanent affordable housing.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Manages various housing and homeless programs or projects to include: determining the scope of the project, developing strategies and policies, coordinating staff and other resources, applying subject matter expertise to complex housing and homeless issues, providing technical assistance/support, managing project budgets, negotiating contracts and agreements, writing reports, approving change orders, and leading the marketing, promotion and outreach activities.	Daily/Several Times
2.	Works with neighborhoods and development groups to identify tenant and neighborhood needs and explain projects and housing and homeless programs.	Daily
3.	Works with governmental and private agencies at all levels to secure funding for development and grant programs; includes assisting in packaging bond issues and other large, complex funding sources.	Daily
4.	Supervises staff in the administration of the funding approval process and in the writing of applications for various types of governmental grants to support housing and homeless programs.	Daily
5	Supervises City staff, volunteers, general public and other resources in the implementation of capital improvement and other projects, including: coordination of homeless response, rapid rehousing issues, homeless services in housing projects, planning and building review and approval, escrow closings for acquired properties, historic issues, leases, loan underwriting, payment processing, grant administration, and other issues depending on area of assignment. Leads a cross-functional team to implement a housing program or development project.	Daily/Several Times
6.	Supervises or leads others in, and performs the more difficult ongoing aspects of development, homelessness programs and services, asset management, grant program administration in support of affordable housing or homeless programs and projects.	Daily/Several Times
7.	Attends various meetings with staff, administrators, developers, and various private, non-profit, and community organizations to advance various housing and homeless programs and projects ; makes presentations, and represents the City with high levels of government and community organizations.	Daily/Several Times
8.	Directs the selection, negotiation, preparation and implementation of various loans, grants, and contracts.	Daily
9.	Drafts memorandums, reports, and prepares presentation material for Department leadership.	Daily

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Development Officer (4226)**

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FREQUENCY*</b>
10.	Project manages new housing and homeless initiatives, including developing program guidelines, facilitating staff workgroups, establishing project deliverables, timelines and outcomes, documenting decisions, and facilitating communication across project stakeholders.	Intermittent
11.	Supervises supervisory, professional and clerical staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees.	Daily/Several Times
12.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Incumbents may be occasionally required to use their personal vehicles in performing job duties.
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** Created 11/88, Rev. 08/04; 01/22; s003