

City of San José  
**CLASS SPECIFICATION**

**Title: Housing Policy and Planning Administrator (3988)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Housing	Varies	Exempt

**CLASS SUMMARY**

Under general direction, performs work of considerable difficulty in the coordination and administration of complex planning, programming, policy development and program evaluation support services for the Housing Department. Ensures the monitoring of housing program operations for efficiency and effectiveness. Responsible for programs providing homeless interventions and solutions. Responsible for coordinating the development of housing policy and procedures, providing compliance criteria with Federal, State housing laws and the IRS codes, and the securing of funds from outside sources. Develops and maintains liaison with federal, State and other local agencies, for profit or non-profit corporations, private foundations, housing industry and professional groups in order to achieve greater City effectiveness and recognition in housing. Evaluates division staff work and provides for appropriate staff development and discipline. May liaison with boards, commissions, and citizen advisory groups. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Housing Policy and Program Administrator classification typically reports directly to the Director of Housing, Assistant Director or Deputy Director. Incumbents are responsible for managing an entire Division or for a function(s) which may be of exceptionally high significance and complexity. Responsible for supervising staff and managing a program budget. All other positions in the Division are supervised directly or indirectly by this position and each is delegated part of the total functions for which this position is available. The Housing Policy and Program Administrator differs from the Senior Development Officer in that incumbents in the Senior Development Officer are responsible for performing project management and community development functions for the most complex projects or programs.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Bachelors Degree from an accredited college or university in architecture, planning, public or business administration or related field and five (5) years of professional analytic or professional administrative experience which includes at least two (2) years of progressively responsible experience in housing, development, or redevelopment.

**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.

**Other Qualifications**

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

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

**Title: Housing Policy and Planning Administrator (3988)**

**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 neighborhood planning, urban development processes, and community participation processes and issues.
  - Knowledge of loan underwriting and title and escrow processes.
  - Knowledge of best practices in providing homeless services, and experience with governmental programs transitioning homeless into interim and permanent affordable housing.
  - Knowledge of real estate finance, development, marketing and appraisal processes.
- 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.
- 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.
- 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.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- 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.

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

**Title: Housing Policy and Planning Administrator (3988)**

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of Federal, State and municipal laws relating to housing development rehabilitation and urban renewal and preservation.
- Experience implementing street-based outreach, case management, and interventions for the homeless.
- Experience working with racially diverse community and advocacy groups.
- Understanding of key issues affecting persons experiencing housing instability and/or homelessness.

<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.	Directs, plans, implements, and evaluates department programs; prepares and implements program work plans.	Daily/Several Times
2.	Directs short and long range housing program planning for all Housing Department programs, including the state and federal funding plans.	Daily/Several Times
3.	Directs allocation of grant funds; negotiates contracts, agreements, and leases.	Daily/Several Times
4.	Directs homeless programs transitioning people who are experiencing homelessness into interim and permanent affordable housing; directs street based homeless assistance programs.	Daily
5.	Develops requests for proposals from developers and non-profit agencies seeking to obtain City funds or land for either development or low income or permanent supportive housing developments.	Intermittent
6.	Provides staff support services to Citizen Advisory Bodies regarding housing policy matters and departmental procedures.	Intermittent
7.	Develops and revises departmental procedures in coordination with other divisions/departments with regard to solicitation of proposals for departmental funding and land offerings; analyses of project and homeowner loan applications; loan documentations; loan servicing and mortgage lender risk management, including development of monitoring procedures.	Daily
8.	Directs departmental program evaluations and the development of program changes.	Daily
9.	Monitors compliance of developers with provisions of tax exempt bonds, low income housing tax credits, and non-fiscal provisions of developer agreements.	Intermittent

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

**Title: Housing Policy and Planning Administrator (3988)**

DUTY NO.	<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:	FREQUENCY*
10.	Submits proposals for obtaining housing funds from Federal, State and private organizations.	Intermittent
11.	Develops requests for proposals from developers seeking to obtain City loan funds or land for development of low and moderate income housing.	Intermittent
12.	Reviews proposed Federal and State legislations affecting housing and homelessness issues and programs in San Jose.	Intermittent
13.	Develops and maintains liaison with Federal, State and other local agencies, for profit or non-profit corporations, private foundations, housing industry and professional groups in order to achieve greater City effectiveness and recognition in housing.	Daily/Several Times
14.	Supervises subordinate supervisory and professional staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.	Daily/Several Times
15.	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 06/88, Rev. 01/22; s001