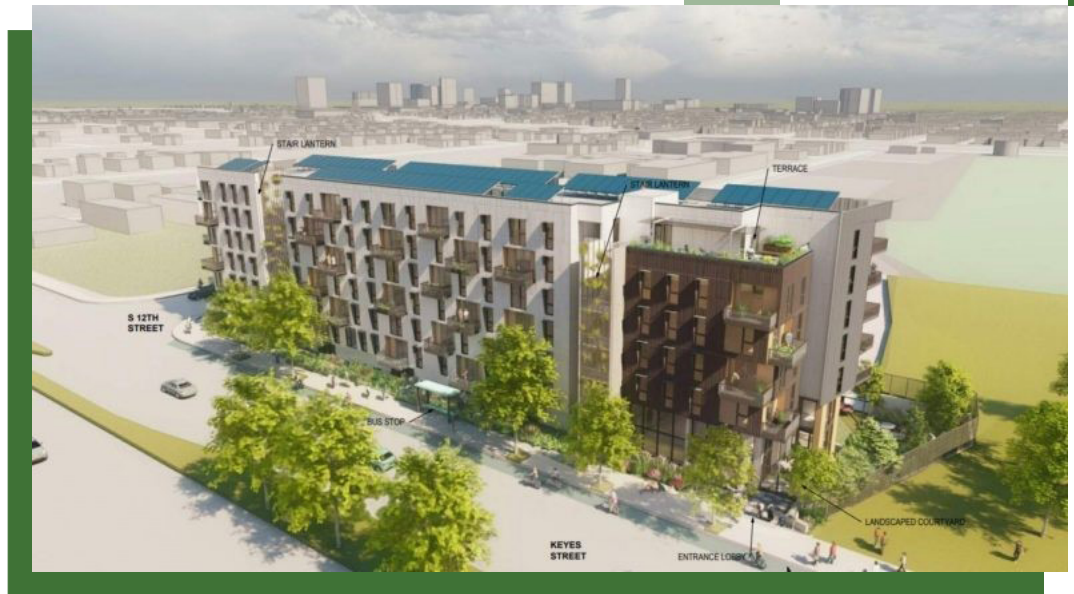


HOUSING PLANNING AND POLICY ADMINISTRATOR - PRODUCTION HOUSING DEPARTMENT

City of San José, CA





THE SAN JOSÉ HOUSING DEPARTMENT

The City of San José Housing Department is a leader in the production of affordable housing. Its mission is to strengthen and to revitalize our community through housing and neighborhood investment. The Housing Department has an operating budget of approximately \$16.5 million annually and 86 employees. The Housing Department is committed to creating and supporting a diverse work environment with a staff that values racial equity and inclusion.

THE POSITION

The City of San José is seeking a talented leader with strong organizational skills and significant experience as a housing professional to serve as a Housing Planning and Policy Administrator (HPPA) - Production. This position will be instrumental in helping the Department meet the Mayor's goal of producing 10,000 affordable units.

Reporting to the Division Manager for Residential Development, the HPPA - Production oversees the activities and programs of the Affordable Housing Production & Preservation team, Asset Management team (multifamily & single family), and Ordinances and Fees team (Commercial Linkage Fee, Inclusionary Housing Ordinance, etc.). The incumbent will manage a portfolio of over 19,000 affordable units; analyze the existing affordable housing portfolio; review the structure of financing proposals for new multifamily construction and the preservation of affordable housing; assist with affordable housing policy formation; and be responsible for lending and portfolio cashflow analysis and compliance.

Essential job duties include:

- Working with affordable housing developers and community groups to proactively manage affordable housing projects from the earliest stages through completion;
- Underwriting loans for the production, rehabilitation and preservation of affordable rental housing with tax credit and/or tax-exempt bond financing;
- Reviewing financial statements and pro formas for feasibility;
- Reviewing audited financial statements, budgets, replacement reserve requests and management plans for ongoing compliance or strategic decision making;
- Evaluating and accessing the feasibility, effect, and impact of various financial events on the City's portfolio and policy objectives;
- Engaging in long-term strategic planning and team-building;

HOUSING PLANNING AND POLICY ADMINISTRATOR - PRODUCTION

City of San José, CA

- Evaluating planned or existing Housing Department policies and actions with consideration of racial equity and diversity impacts;
- Managing a diverse staff of Senior Development Officers, Development Officers, and support staff.

THE IDEAL CANDIDATE

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history:

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; demonstrates extensive experience at a management level in banking, lending, real estate development or related field with strong underwriting, loan servicing and regulatory compliance background.

Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Meeting Ethical Standards – When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.

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.

Required Education, Experience and Licenses:

Completion of a Bachelor's Degree, or its equivalent, from an accredited college or university in architecture, planning, public or business administration, or a related field.

Experience: 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. Previous experience working in a large, complex government agency will be an asset but is not required.

Employment Eligibility:

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Dept. of Labor.

SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to the Job Specific Questions. Only candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews.

COMPENSATION & BENEFITS

The annual salary range for this position is \$109,633 - \$137,393. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in the Management classification receive approximately five percent (5%) ongoing non-pensionable compensation. The City also provides an array of benefits to its employees. For details visit the City's benefits website: <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>

HOW TO APPLY

Apply immediately at www.alliancerc.com for priority consideration. Applications will be reviewed as they are received. For questions and inquiries, please contact: Cindy Krebs, ckrebs@alliancerc.com, or Sherrill Uyeda, suyeda@alliancerc.com.

ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440

La Palma, CA 90623

Telephone: (562) 901-0769

Successful completion of a thorough background investigation prior to employment is required. The City of San José is an equal opportunity employer encouraging workforce diversity.

Per the City's [COVID19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022, to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that an employee is not only "fully vaccinated," but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible, within 15 days of first becoming eligible.

THE CITY OF SAN JOSÉ

The City of San José, Capital of Silicon Valley, is one of the nation's best-managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government, and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration. The City's Housing Department is seeking an individual whose values align with the values of the City's employees.

San José is a full-service Charter City and operates under a Council-Manager form of government. City operations are supported by 6,544 positions and a total budget of \$5.1 billion (for the 2021-2022 fiscal year). Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.