

City of South San Francisco  
Human Resources Department

**Housing Manager**  
Class Description

**Definition**

Under direction from the Economic and Community Development Director or Deputy Director, directs and coordinates the Housing Division; plans, organizes, manages and directs the review and implementation of the City's housing programs and projects; prepares and presents reports to the Economic and Community Development Director on activities, issues, and needs of the Housing Division; develops and implements housing policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; and does related work as required.

**Distinguishing Characteristics**

Reporting to the Economic and Community Development Director or Deputy Director, the Housing Manager manages, supervises, develops, maintains, directs and coordinates the activities of the Housing Division whose functions include providing direct public service. This class is distinguished from the next lower-level classifications in that it has primary responsibility for managing the Division.

**Typical and Important Duties**

1. Manages the operations of the Housing Division, including planning, developing, and administering housing and community development projects and programs for the City.
2. Assists in the strategic planning, organization, and management of the Housing Division, including various housing programs that provide the City with practical, long-term solutions to housing needs and affordable housing developments.
3. Oversees the preparation, implementation, and compliance with the Community Development Block Grant (CDBG) and HOME programs with local, state, and federal agencies; maintains appropriate, required, and accurate records for such programs.
4. Oversees administration of the City's BMR inclusionary housing program, including marketing new units, collection of in-lieu fees, contracts; interprets BMR ordinances and guidelines; works with staff to develop and implement procedures.
5. Monitors current and proposed federal, state, and local legislation and changes in codes for impacts to the City's housing programs and activities; analyzes impact to City policies or programs; develops City's response to proposed legislation, either in support or opposition; develops and prepares changes to City policies or programs in response to changing codes and legislation.
6. Oversees affordable housing dispositions and associated agreements; negotiates affordable housing agreements and housing production and rehabilitation activities.

7. Identifies funding sources, applies for state and federal housing funds and grants; prepares and administers CDBG and Successor Agency funds and budgets; prepares and submits various budgetary documents to funding agencies.
8. Oversees the City's housing funds, including the Commercial Linkage Fee ordinance.
9. Manages the City's affordable housing loan portfolio, and income restricted units.
10. Oversees and monitors the City's housing assistance programs (i.e., Employee Down Payment Assistance and Rental Assistance Programs).
11. Develops and conducts housing-related studies, trends, needs assessments, and financial analyses; analyzes proposals for housing development, acquisition, and/or rehabilitation for their financial feasibility and potential impact on the expansion of affordable housing opportunities within the City.
12. Negotiates and administers contracts between the Department and consultants, contractors, developers, and others related to the programs and activities in the Housing Division.
13. Develops, coordinates, and facilitates community outreach and education activities related to housing issues in the City; maintains positive relationships with City residents, community associations, nonprofit organizations, developers, lenders, and real estate professionals.
14. Prepares staff analyses and reports for City Council, Housing Authority, and Planning Commission relative to areas of housing program responsibilities; attends meetings of public bodies, explain staff analyses, and responds to questions from elected or appointed officials, community groups, and the public on housing matters.
15. Coordinates housing program activities with other departments and divisions; attends community meetings, represents the Housing Division and City, and promotes good community relations; investigates and resolves citizen complaints and concerns; applies the principles of good customer service and instills it in staff members.
16. Oversees negotiations to purchase land and facilitates acquisition of property.
17. Manages the Division's budget, monitors expenditures and makes adjustments accordingly, and develops and maintains established service levels and objectives.
18. Represents the Housing Division to other City departments, government agencies, community groups concerning regional housing issues.
19. Prepares and presents a variety of housing-related reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
20. Coordinates the preparation, training, and implementation of new or revised policies, standards, and regulations.
21. Supervises, trains, and evaluates assigned staff.
22. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
23. Performs other related work as required.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles and practices of Affordable Housing program administration and related development methods and practices.

- Principles of the Community Development Block Grant (CDBG)/HOME regulations, policies, and other relevant federal, state, and local laws and ordinances related to planning, land use, and fair housing law.
- Principles and practices of housing development, rehabilitation, and construction and affordable housing programs; laws, codes and regulations governing public housing development and rehabilitation programs.
- Principles and practices of housing development and affordable housing program finance and administration, including grants, financial and feasibility analysis; public and private housing development financing systems and programs.
- Principles and practices of research, assessment of trends, and analyzing data for housing development.
- Principles and practices of real estate and real estate development, and applicable laws and finances.
- Principles of building zoning and applicable local codes.
- County, state and federal legislative processes and legislative developments applicable to housing development and rehabilitation service issues.
- Principles and practices of community outreach and promotion.
- Principles and practices of budget and financial management.
- Principles and practices of project and contract management and negotiation methodologies.
- Principles and practices of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

*Ability to:*

- Develop, organize, and implement complex housing programs and projects, including affordable housing; effectively direct the administration of assigned housing programs within requirements and guidelines established by the City and funding agencies.
- Analyze housing finance alternatives to evaluate program effectiveness and costs benefit.
- Interpret, apply, and effectively explain housing laws, rules, codes, policies, and procedures.
- Identify and assess grants and funding opportunities from all sources while being proactive in seeking out additional financial resources; apply for grants and other funding, assuring requirements and deadlines are met.
- Develop and maintain collaborative working relationships with community groups, outside agencies, and other City departments.
- Maintain effective liaison with other City departments and other agencies and deal successfully with the public and community groups on housing activities and programs.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively negotiate contracts and agreements in support of the City's housing programs.
- Exercise good judgement, flexibility, and sensitivity.
- Effectively plan, supervise, and direct the work of assigned staff.
- Prepare clear, concise, and complete written reports; make effective presentations to City Council, commissions, boards, developers, and the public.
- Prepare, administer, and monitor assigned program budget.
- Communicate clearly and concisely, both orally and in writing.

- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible experience in housing program development and implementation, with at least two years in a supervisory capacity.

*Training:* A bachelor's degree from an accredited college or university with major coursework in planning, public or business administration, economics, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 25 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office setting with some exposure to the field and outdoors.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved:	11/9/2022
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	
DOT:	No
Physical:	N/A
Status:	Classified/Exempt
EEOC Category:	1.2 First/Mid-level managers
Job Code:	M195