



## HOUSING MANAGER

### AGENCY/DEPARTMENT:

Housing/Housing Development & Grants Administration

Approved By HR Director:

Date Approved:

Date of Last Revision:

*HRD* 10/23/03

Reports to: Housing & Neighborhood Revitalization Director

Supervises: Senior Project Manager, Project Coordinator, Office

Assistant

Conflict of Interest Code Filer:

**JOB SUMMARY:** Under general direction, plans, organizes, and directs the operations of the Housing Development & Grants Administration (Housing) Department; coordinates the Department's activities with private developers and institutions, public agencies, the public and City staff; administers the laws and ordinances pertaining to housing; coordinates compliance with and implementation of state redevelopment low and moderate income housing requirements and reports; negotiates land acquisitions and complex development agreements; supervises all phases of Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) allocation processes; performs difficult professional work in all phases of housing; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
2. Plans, supervises, coordinates, and reviews the work of Housing Department staff.
3. Develops, reviews, and implements departmental policies and procedures.
4. Develops and manages departmental operating plan, including goals, objectives, new initiatives, and workforce planning.
5. Develops and manages the department's annual budget and work programs.
6. Participates in public relations activities, including attending meetings and speaking at public gatherings.
7. Supervises the preparation of reports, recommendations, maps, and special exhibits for presentation to the Planning Commission, City Council, Redevelopment Agency, Housing Authority and other governmental and civic organizations.
8. Assists the Planning Department in the preparation of and updates for the City's Housing Element of the General Plan.
9. Oversees preparation of the housing section of the Redevelopment Implementation report, Housing and Community Development (HCD) report and other housing reports.
10. Negotiates complex development agreements with for profit and non-profit developers.
11. Negotiates land acquisitions and dispositions.
12. Ensures that plans are developed within applicable federal, state and local laws.
13. Develops, plans and supervises the CARES (Code enforcement, Arterial street improvement, Re-leaf program, Exterior improvement program, Sidewalk program-safe route to school) program, a comprehensive housing assistance effort involving federal, state, local and private funding sources.
14. Serves as Acting Housing Director as assigned.

### QUALIFICATION GUIDELINES:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.**

**EDUCATION:** Bachelor's degree from an accredited college or university with a major in planning, social science, economics, public administration, architecture, real estate, or closely related field.

**EXPERIENCE:** Six years of progressively responsible experience in housing or redevelopment programs, including two years of management and supervisory experience.

**KNOWLEDGE OF:**

- Current advanced principles and practices applicable to housing, redevelopment, urban planning and land development.
- Federal and state housing programs and requirements.
- Housing finance mechanisms.
- Housing and redevelopment laws and regulations.
- Budget and project preparation and implementation.
- Basic accounting principles.
- Relevant computer software applications.
- Supervisory and management principles.

**ABILITY TO:**

- Research and prepare grant applications for housing funds.
- Evaluate and make recommendations on requests for financial assistance to develop or rehabilitate housing projects.
- Supervise and participate in the collection, analysis and interpretation of data pertaining to housing, community development and redevelopment.
- Interpret and apply federal, state, and local laws and regulatory codes.
- Effectively communicate orally, graphically and in writing.
- Supervise, plan, organize, schedule, and complete projects within assigned timelines.
- Supervise the work of subordinate employees.
- Establish and maintain effective relationships with City employees, government officials, private developers, public groups and organizations.
- Adapt to changing requirements.
- Make effective oral presentations.

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**LICENSES:**

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Master's degree in a related field.
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**FLSA Exemption Status:** Exempt

**Employee Unit:** Association of Ontario Management Employees

**DOT Program Participant:** No

**Job Family:** Project Management

**Career Progression:**