

## HOUSING SPECIALIST

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### SALARY

\$8,686 - \$10,857 per month

### JOB TYPE

Permanent, Full-Time

### FILING DEADLINE

Friday, August 18, 2017 at 5:00 PM

### THE POSITION

The City of Dublin, a dynamic and growing community, is seeking a Housing Specialist to oversee affordable housing development, current and proposed housing assistance programs, and provide housing policy and planning research and analysis. Under the direction of the Community Development Director, the Housing Specialist, is responsible for implementing the City's Housing Element, is primary staff liaison to regional housing agencies and other organizations, lead staff for the implementation of Alameda County Measure A1 within the City of Dublin, administers the City's Housing Fund, works with non-profit and for-profit housing developers, and oversees housing related contracts and consultant services.

### EXAMPLES OF DUTIES

The following key elements describe the basic duties and responsibilities of the position:

#### Affordable Housing Development

- Work with non-profit and for-profit developers of affordable housing, financial institutions, bond counsels, consultants, architects, city departments and others to develop affordable housing for targeted populations;
- Serve as lead staff for the implementation of Alameda County Measure A1 within Dublin (voter approved in 2016) to maximize funds available for the construction and rehabilitation of affordable housing in Dublin.
- Coordinate various funding sources and manage the City's housing funds to develop affordable housing;
- Work with development teams in organizing, preparing, administering, and monitoring affordable housing bond issues, and other financial mechanisms;
- Represent the City on the Tri-Valley Affordable Housing Committee and other tri-valley and county-wide housing action committees.

#### Housing Programs

- Develop, coordinate, implement and administer the City's affordable housing programs including, but not limited to: the Inclusionary Zoning Ordinance, County and City down-payment assistance programs, below market rate ownership and rental housing, and other specific housing programs;
- Respond to requests from program participants and others regarding City housing programs and prepare public information materials as needed to inform the public about the City's housing programs;

- Prepare necessary documentation in coordination with City Attorney, lenders, title companies, and other organizations to implement the City's housing programs;
- Establish program and capital budgets and monitor revenues sources and program expenses for the Housing Division and other divisions as assigned;
- Work with attorneys on documents relating to any City financing; prepare reports for City Council and track expenditure of City funds for housing;
- Participate with city departments in implementing the CDBG program, which may include preparing and submitting grant applications;
- Annually monitor developments subject to the City's Inclusionary Zoning Ordinance, including below market rate (BMR rental and ownership units; maintain files and records; oversee and maintain BMR unit portfolio database (City currently utilizing HomeKeeper).

### Housing Policy

- Manage the City's General Plan Housing Element and necessary updates as required;
- Insure compliance with State and regional housing legislation and reporting requirements including progress in achieving the Regional Housing Needs Allocation and other mandates;
- Prepare required reports to the California Department of Housing and Community Development, the Metropolitan Transportation Commission, the Association of Bay Area governments and other agencies;
- Collect, archive, analyze, interpret and manipulate housing construction, ownership and market data and trends.

## **QUALIFICATIONS**

1. Education: Equivalent to a Bachelor's Degree from a recognized college or university with a major in Finance, Business Administration, Public Administration, Planning or a related field. A Master's Degree in a related field is desirable.
2. Experience: Three years of professional housing program experience working with a non-profit housing agency, local Community Development Department or related agency, which included the implementation of new construction, affordable housing assistance programs, inclusionary zoning ordinances or related planning/policy programs. Experience involving community development, medium and high density housing, low income residential housing, and special needs housing is highly desirable.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability is required.

## **Knowledge of**

- Principles, practices and techniques of administration;
- Principles, practices, and techniques of housing development, development feasibility assessments, real estate pro-forma analysis, city and regional planning, and finance;
- Federal, State, and local laws and regulations, including HUD regulations, pertaining to land acquisition, bond issues, zoning, housing and construction;
- Working knowledge of the types, availability and requirements of Federal and State Housing Programs;
- Development of contracts, regulatory agreements, development agreements and land disposition agreements, zonings applications, and urban development programs;
- Public and private financing methods for housing;
- Program development, monitoring and evaluation techniques;
- Financial record keeping and budgeting; personal computer usage and applications.

## **Ability To**

- Plan, organize and coordinate the development of housing projects for lower income households;
- Manage professional service contracts with consultants;
- Prepare and monitor grant opportunities;
- Conduct economic feasibility analysis;
- Identify housing and community development needs and develop appropriate solutions;

- Analyze, solve and negotiate successful solutions to complex problems involving multiple interests of a development team, the City, landowners, and the neighboring community;
- Negotiate complex financial packages utilizing a variety of funding sources to provide affordable housing; administer and coordinate property acquisitions, relocations and dispositions;
- Communicate effectively both orally and in writing;
- Prepare detailed written reports; recommend actions to be taken;
- Read and interpret complex legal documents;
- Research and provide information and resources;
- Perform complex mathematical calculations;
- Keep accurate records and files;
- Develop and maintain good public relations; and exemplify an enthusiastic, resourceful, and effective service attitude with the public and co-workers;
- Effectively apply the required knowledge and skills in the daily performance of assigned duties; work independently without supervision; stamina to work additional hours to meet deadlines and attend night meetings.

## **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **HOUSING SPECIALIST** position is **\$8,686 – \$10,857** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,680.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Building and Safety Division is responsible for building permits, plan check and inspection services. It is currently comprised of six full-time staff and nine contract building inspectors. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing

updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances. The Housing Division is currently responsible for the development, implementation and monitoring of affordable housing programs for the City.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on "Member Agencies," "City of Dublin," then on "Housing Specialist" and "Apply Now." Applications must be received by 5:00 p.m. on Friday, August 18, 2017. No faxed or e-mailed applications or postmarks will be accepted.

**THIS ANNOUNCEMENT** is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.