Director of Shared Housing Staff Program

Close Date
6/12/2023 at 5pm

Salary
$170,000.00 Annually

ABOUT HEART OF SAN MATEO COUNTY:

HEART is a joint powers authority (JPA) and a nonprofit organization dedicated to preserving and increasing the supply of affordable housing in San Mateo County. HEART's principal mission is to provide financing for the acquisition, construction, preservation, and rehabilitation of affordable housing. It also provides housing development advisory services for school districts and other affordable housing developers, and operates a first-time homebuyer program. HEART is launching several new programs, including the Shared Housing Staff Program designed to provide housing staff resources to cities in San Mateo County.

DESCRIPTION:

This is a managerial position under the direction of the Executive Director responsible for HEART's multi-city Shared Housing Staff Program. The incumbent will provide and direct HEART staff with the planning, development, organization, negotiation and management of housing activities for several cities in San Mateo County. The incumbent and staff will manage the work program of city housing divisions; recommend policies and serve as project managers for affordable housing developments funded by cities; create and implement affordable housing programs; engage city and other public agencies in the implementation of housing activities and programs; support and team with other city staff working on related issues and perform related duties as required for cities. This position involves training, recruitment, and supervision of professional staff.

As an employee of HEART, this is an "at-will" position. The incumbent serves at the discretion of the Executive Director. The incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; and sets a good example. The position allows for one remote, work from home day

per week.

TYPICAL DUTIES:

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

PROGRAM MANAGEMENT

In consultation with peers, supervisors, and cities, establishes objectives, priorities and schedules for affordable housing programs and activities.

Assigns new projects, monitors/manages staff workload, and creates procedures/guidelines to improve operations.

Maintains monitoring and reporting systems to ensure the adequacy, quality and timeliness of program work.

Manages, trains, and evaluates the work of staff.

PROJECT MANAGEMENT

Plans, organizes, and implements cities' efforts to develop new affordable housing.

Manages housing programs and projects including project budgets.

Manages inclusionary housing programs

Develops specifications and prepares requests for proposals for City housing funds.

Reviews and evaluates affordable housing proposals and makes recommendations regarding project selection to the City Council.

Prepares and negotiates contracts and participates in making recommendations for the use of housing funds.

Meets and negotiates with housing developers, investors, and businesses to determine project scope and provide technical assistance, as well as promote development in the City.

Manages the plan approval process for City housing development projects, including coordinating affordable housing projects with the Planning Division Staff.

Monitors the development, construction, and implementation phases of affordable housing projects to ensure contract compliance.

Develop an awareness of current trends in housing financing methods and seek out financing sources and public/private partnerships for the construction of affordable housing.

Works with governmental and private agencies at all levels to secure funding for development programs.

Maintains effective working relationship with public and private lending sources and prepare loan applications when appropriate.

Reviews and prepares draft comments on proposed Federal, State, and local regulations and their prospective impact on department programs. Suggests

alternative courses of actions as applicable.

Advises city staff on necessary actions, problems, or requirements.

Represents the City's Housing Department at various meetings and negotiations.

Attends meetings and makes presentations to City staff, City Councils, administrators, and various private and community organizations to discuss project status.

Prepares reports involving research, analysis, writing, and presentations.

Manages ongoing compliance activities, including monitoring of regulatory agreements and administration of the City's affordable housing loan portfolio.

Solicits, selects, contracts with, and manages consultants.

Uses computer applications, prepares memos, and procedural documentation.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Public Administration, Environmental Studies, or a related field
- At least four (4) years of progressively responsible public or private experience in urban planning, business administration, public administration, housing finance and development, or redevelopment; with some supervisory

experience
- A Master's degree from an accredited college or university in one of the above fields may be substituted for one year of the required experience
- Familiarity with computer software programs commonly used by cities, such as Windows Office
- Experience working in the Housing Division of a public sector Community Development or Planning Department is desirable.

LICENSE

Possession of a valid Class C California driver's license is required at the time of application and for the duration of employment.

OTHER REQUIREMENTS

Work remotely at various city offices across San Mateo County.
Must be able to perform the essential functions of the job assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
- Principles, practices and methods as applied to city planning, and development;
- Federal, State and local regulations dealing with land use and development;
- Real estate financing, development, marketing and administration of affordable housing;
- Research methods and statistical analysis;
- Negotiation techniques and strategies;
- Problem solving and conflict resolution practices and techniques;
- Project and workload planning;
- Principles and practices of management including fundamentals of budgeting and accounting systems;
- Principals, practices and methods of grant administration, federal grant entitlement programs, housing, redevelopment programs and rehabilitation programs;
- Environmental and safety principles, practices, procedures and standards; and
- Office safety practices, procedures and standards.

Ability to:

- Identify, research and evaluate relevant information and statistical data from

variety of sources;

- Draw conclusions and project consequences of decisions and recommendations; Develop creative and practical solutions to complex and difficult problems;
- Identify policy issues and work with staff to develop options and recommend solutions;
- Prepare and present clear, concise and complex written and oral reports;
- Communicate logically and clearly, both orally and in writing;
- Make presentations before commissions and committees;

- Review housing development and redevelopment proposals;
- Negotiate agreements with developers and consultants;
- Read building plans;
- Establish and maintain effective working relationships with those contacted in the course of work including staff, developers and consultants and the general public;
- Exercise independent judgment and initiative with minimal supervision;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Supervise and review the work of employees engaged in the administration of projects and projects; and
- Use computer software such as Excel, Word, Power Point, etc.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED

Works under the general direction of the Executive Director and the supervisory staff at cities or other managers as assigned.

SUPERVISION EXERCISED

Manages HEART staff under the Shared Housing Staff Program and contractors engaged by cities as assigned.

OTHER REQUIREMENTS:

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office.

HEART OF SAN MATEO COUNTY **Please also complete the chart on the next page and submit the information with your resume and cover letter to the email address provided no later than Monday, June 12, 2023 at 5pm:**

Please rank your experience in the following Affordable Housing Tasks on a scale of 1-5 (1 representing no direct experience and 5 representing having lead responsibility)

Please rank your experience in the following Affordable Housing Tasks on a scale of 1-5 (1 representing no direct experience and 5 representing having lead responsibility) .	Rank:
TASKS	
Work with developers to negotiate affordable units and/or terms of local financial assistance.	
Prepare and/or review development agreements(in collaboration with attorneys), including inclusionary zoning (IZ)/density bonus (DB) projects, and/or 100% affordable projects	
Collaborate with internal staff to review affordable housing projects, including IZ/DB compliance; coordination with planning application and building inspection processes.	
Propose and design affordable housing related policies.	
Release and/or evaluate Request for Proposals for local funds and/or land for housing related programs/projects.	
Manage administration of rental IZ/DB Units.	
Manage administration of Owner IZ/DB Units.	
Monitoring of affordable housing units	
Oversee construction management (rehabilitation or new construction).	
Manage loan programs such as rehabilitation or down payment assistance.	
Prepare grant applications and required reporting.	
Propose and develop tenant protection and assistance programs/policies.	
Manage a housing department or staff	
Hire/supervise staff	
Develop a program or department budget	
Present to a city council	
Coordinate community outreach and education.	