



Program Manager, Housing Consultant Services

Open Until Filled.
Initial Interviews Begin January 21, 2025

Salary
\$100,000 - \$120,000 Annually

To Apply:
Submit resume and cover letter via email to Tim Davis, HEART Director of Consulting Services, at tdavis@heartofsmc.org. Initial interviews begin January 21, 2025.

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's new Housing Consulting Services Program is designed to provide housing staff resources to cities in San Mateo County.

DESCRIPTION:

This is a position overseen by the Director of Consulting Services, within the Housing Consulting Services Program. This person will assist the Director with the planning, development, organization, negotiation, and management of housing activities for several cities in San Mateo County. This person, in conjunction with both the Director and additional staff, will establish and maintain processes and systems to oversee the lease-up, sales, and monitoring of income restricted housing units; serve as a project manager for affordable housing developments funded by cities; create and implement cities' affordable housing programs; engage cities and other public agencies in the implementation of housing activities and programs; serves as an housing information resource for both cities and residents; support and team with other city staff working on related issues and perform related duties as required for cities. The person may also assist with other HEART programs and the administration of the organization.

As an employee of HEART, this is an exempt salaried, "at-will" position. The employee serves at the discretion of the Executive Director. The employee in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; and sets a good example.

TYPICAL DUTIES:

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

- Assists the Director in planning, organizing, and implementing cities' efforts to produce new affordable housing, preserve existing affordable housing, and protect residents from displacement.
- Research best practices in housing programs and policies related to housing stability, housing compliance, inclusionary housing, and other housing programs.
- Manages inclusionary housing programs, including the review of regulatory agreements and marketing plans, selecting below market rate (BMR) units, and completing reviews of income and eligibility documentation.
- Monitors compliance of deed restricted units.
- Assists with subordination requests and resales related to deed restricted homeownership units.
- Reviews requests for City affordable housing funds.
- Monitors City funded housing development projects during the construction and marketing phases to ensure regulatory and contract compliance.
- Manages ongoing compliance activities on 100% affordable developments, including monitoring of regulatory agreements.
- Keep a knowledge of housing resources to help maintain HEART's Housing Resource Guide and provide information to cities and residents.
- Assist cities with web content related to housing resources and housing programs.
- Prepares information for public use, including web content.
- Represents a 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.
- Reviews and prepares summaries on proposed Federal, State, and local regulations and their prospective impact on programs and policies.
- Prepares reports involving research, analysis, writing, and presentations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a bachelor's degree. A degree in Urban Planning, Public Administration, Geography, Environmental Studies, or a related field is preferred, though not required.
- Experience working directly in the affordable housing field, whether in a for-profit affordable housing property management or development company; in a non-profit housing advocacy or development organization or community development corporation; in a public sector Housing, Community Development, or Planning Department is desirable.

LICENSE

Possession of a valid California Class C driver's license is required upon taking the position and for the duration of employment.

OTHER REQUIREMENTS

Candidate must be able to transport themselves and work remotely at various city offices across San Mateo County.

Must be able to perform the essential functions of the job assignment.

Must be able to occasionally work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Housing programs and policies;
- The housing challenges facing Bay Area residents;
- Marketing and administration of affordable housing;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Project and workload planning;
- Office safety practices, procedures, and standards.

Ability to:

- Work with the public in a way that is both compassionate and understanding.
- Ability to manage personal documents and information in a confidential manner.
- Identify, research, and evaluate relevant information and statistical data from a 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;
- Review funding proposals;
- Establish and maintain effective working relationships with those contacted in the course of work including staff, developers, consultants, and the 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;
- Use computer software such as Excel, Word, Power Point, etc.
- Ability to speak Spanish, Mandarin, Cantonese, or Tagalog (Filipino) is beneficial, though not required.



SUPPLEMENTAL INFORMATION:

WORK LOCATIONS

The position allows for one remote work from home day per week. HEART's offices are in San Mateo, but the employee may be required to work in other locations around San Mateo County, as needed, to provide services to San Mateo cities and towns.

SUPERVISION RECEIVED

Works under the direction of the Director of Consulting Services.

SUPERVISION EXERCISED

None.

BENEFITS

Benefits include:

- 11 paid holidays per year
- 10 sick days per year
- 10 vacation days
- \$1,000 per month cafeteria benefits plan for health insurance/retirement
- Employer paid training and education days

OTHER REQUIREMENTS:

CONFLICT OF INTEREST

Employees are required to file a Conflict-of-Interest statement upon assuming office, annually, and upon leaving office.