Housing and Community Development Manager

Annual Salary $63.67 - $77.30/hour; $122,241.60 - $148,408/year

First review of applications on 7/28/23 – open until filled

PROVISIONAL APPOINTMENT

Alameda County Housing and Community Development seeks a highly motivated and experienced professional to immediately fill the vacant position of Housing and Community Development Manager (HCD Manager). This position is critical to the management of the Housing and Community Development Department, with oversight for affordable housing lending using both federal and local funding sources. With the passage of Measure A1, the County’s $580 Million Affordable Housing Bond, the work of creating new affordable housing has never been more exciting!

The recruitment for this PROVISIONAL position opens on July 3, 2023. Please submit a completed County Application, a supplemental questionnaire and a cover letter summarizing your skills, education, experience and why you wish to be considered for the position to HCDAdmin@acgov.org. First review of the applications will occur on July 28, 2023, and Virtual interviews are tentatively scheduled for the first week of August. Additional paperwork may be required to complete the hiring process.

The HCD Manager is responsible for planning, organizing, directing and supervising the work of housing and community development programs in the Housing Finance Division. The selected candidate will be responsible for both the performance of direct professional work and be responsible for supervising lower-level staff performing similar work. Work in this division encompasses various types of programs including project management, financial and underwriting analysis, implementation, monitoring and ensuring compliance of new housing developments utilizing Measure A1 or other housing development funds. Responsibilities will also include project and program planning, grant applications and administration, public relations, record keeping, preparation of required reports, and other related duties as required.

IDEAL CANDIDATE

The ideal candidate will have a strong background in affordable housing and community development and have strong analytical skills, excellent writing skills, ability to work independently as well as collaboratively, be organized and detail oriented, comfortable with public presentations and have sensitivity to working with people of different cultural backgrounds.

Specifically, the ideal candidate will be:

- Great communicator and listener, quick and clear thinker who can clearly articulate information to multiple forums, both verbally and in writing.
• Politically astute leader, possessing the skills necessary for identifying, navigating and successfully interacting within the dynamics of Federal, State and local government while maintaining sensitivity to the competing needs of a wide variety of stakeholders.
• Sound decision maker with the ability to identify & understand complex problems and concepts, apply logical thinking and quantitative methods of gathering and analyzing information and exercise good judgment based on available data, design solutions to problems, formulate and articulate action plans proactively and collaboratively.
• Strong leader who aligns the organization’s vision and values by inspiring, advising and facilitating goal accomplishment, handling multiple priorities and projects simultaneously.
• Strong collaborator, adept in identifying opportunities and taking action to build strategic relationships to help achieve agency goals.
• A self-starter, responsive and motivated, be a team player with excellent interpersonal and communication skills and possess a high level of commitment to the field.

### Minimum Qualifications

Either I  
*Experience:*
The equivalent of one year full-time experience as a Housing Community Development Specialist III in the Alameda County classified service.

Or II  
Possession of a Bachelor's degree from an accredited college or university in city, regional or urban planning, public administration, public policy, real estate, economics, sociology, or a related field. If Bachelor’s degree is in related field, applicant must show academic studies nexus to housing and community development.

And  
The equivalent of four years' full-time increasingly responsible professional experience in a management or administrative capacity in a housing or community development field, which included responsibility for directing the activities of subordinate staff, program budgeting, and management of housing and/or community development activities. Work background must include a minimum of two years of supervision, lead or administrative experience.

**NOTE:** A Master’s degree from an accredited college or university in city, regional or urban planning, public administration, public policy, real estate, economics, sociology, or a related field may be substituted for one year of the required non-supervisory experience.
Supplemental Question:

Please provide a written narrative that details your experience and qualifications for this position and submit this with your completed Alameda County application.

HOW TO COMPLETE AN ALAMEDA COUNTY APPLICATION AND APPLY

Your county application and supplemental questionnaire should be emailed to HCDAdmin@acgov.org

In order to access a County Application, set up an account on the main Alameda County Job Website, complete the application template form, print a pdf version, and then email it to our office. You can find the application at http://www.jobaps.com/alameda/

County Online Application Instructions

☐ Open an account at http://www.jobaps.com/alameda/ the county’s job application portal
☐ Once an account is set up, complete the application template, save it to your account
  o Please ensure that the application is filled out completely
  o Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate. If minimum qualifications are dependent upon education describe educational nexus, as needed.
  o Pay particular attention to the Minimum Requirements of the position and ensure that these are met via your application
  o Do not leave any answer spaces blank; if a question does not apply, write "N/A".
  o Although you may send a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history or responses to supplemental questions.
  o Before submitting your application to the County of Alameda, it is your responsibility to ensure correctness of all information submitted in the application.
  o A valid email address is required. Our staff will contact you via email and therefore without a valid email address, you will not be contacted regarding your application.
☐ Once your application is complete, print and/or save a PDF of your completed application. Keep a copy for your records.
☐ Email your Cover letter, completed application and the supplemental questions to HCDAdmin@acgov.org
☐ This application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process.
☐ Failure to comply with these instructions may result in disqualification.

Alameda County encourages women, minorities, and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.