



Alameda County Housing and Community Development Housing and Community Development Specialist

Job Title: Housing and Community Development Specialist III (#2966) – Provisional*
Organization: Alameda County Housing and Community Development Department (HCD)
Location: Hayward and Telecommuting
Annual Salary: \$92,839.50-\$111,832.50, commensurate with qualifications and experience, as evaluated against the minimum qualifications below
Hours: 37.5 per week/75 per pay period
Appointment: Fulltime, Provisional

ABOUT ALAMEDA COUNTY HOUSING & COMMUNITY DEVELOPMENT (HCD)

The Alameda County Housing and Community Development Department (HCD) plays a lead role in the development of housing and homeless programs to serve the county's low and moderate income households, homeless, and disabled populations. HCD maintains and expands housing opportunities for low and moderate income persons and families in the county. 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. We actively collaborate with community-based organizations, non-profits, affordable housing developers, and other city agencies and staff throughout the County, in our pursuit of a more equitable and affordable Alameda County. In our hiring practices, we strive to build teams that reflect the diversity of our County and the populations we serve, and we urge qualified candidates of all races, ethnicity, sexual orientation, and gender identity to apply.

THE POSITION

Alameda County Housing and Community Development seeks **highly motivated and experienced professionals** to fill the vacant positions of Housing and Community Development Specialist III to work in HCD's Housing Development Division.

***Provisional Appointment: For a provisional appointment, a civil service exam is not required. Provisional appointments are temporary, lasting only until an examination for the position can be given. The appointment ends when the examination is completed.**

You do not gain tenure in the position. However, to obtain a regular position, the appointee will need to compete successfully in a County exam when open.

You will earn vacation, sick leave, paid holidays and are eligible to receive medical and dental benefits.

Currently there are vacancies in the Housing Finance and Asset Management sections.

Under general supervision, the HCDS III will be responsible for the performance and oversight of technical and analytical work in affordable housing and community development programs and projects. This position is characterized by a high degree of independence, technical proficiency, initiative, responsibility, accountability, and ability to work congenially with a wide variety of individuals, consultants, financial institutions, community-based

organizations and other governmental entities.

Examples of job duties include:

Housing Finance focus:

- Preparing, reviewing and making recommendations regarding the financing plans and programs, development budgets, construction budgets, operating budgets, timelines, entitlements, service plans, and proposed activities of entities receiving funding to ensure the County's compliance with applicable Federal, State, and local laws and regulations.
- Attending program or project-related meetings when requested and representing the County in explaining and interpreting program policies and objectives as well as their applicability to the County, partner cities and various communities.
- Developing funding proposals, managing the solicitation process, and evaluating applications for funding development and refinance of affordable housing projects
- Coordinating the development and implementation of program areas and multifamily housing development activities with other government agencies, private entities, and community organizations.

Asset Management focus:

- Monitoring projects for compliance with a wide range of occupancy, financial and capital needs requirements; enforcing contracts and overseeing completion of remedial actions.
- Preserving the County's existing investments in affordable housing through transactional asset management such as refinancing, recapitalization, repositioning, and workouts.
- Identifying, interpreting and applying laws, policies, and regulations as necessary for compliance monitoring, transactional work, reporting to other government agencies, and policy and procedures development.
- Leading negotiations with prospective and existing grantees/borrowers/sponsors regarding compliance, funding, workouts, capital needs, and tenant complaints; actively building mutually-beneficial relationships with project sponsors/owners/borrowers.

Duties applicable to either area of specialty:

- Contributing to effective program design and assisting with the development of operating procedures and policies, including providing directions to implementing agencies on those policies.
- Providing technical assistance on program operations and systems, and support to project internal and external staff, senior management, and different key stakeholders.
- Collecting data, working with confidential information and preparing a variety of reports, memoranda, and correspondence.
- Coordinating the work of consultants including contract development, oversight and implementation.

The full Job Announcement & Application Instructions may be found in What's New section of www.acgov.org/cda/hcd

MINIMUM QUALIFICATIONS:

Education:

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 closely related field. If Bachelor's degree is in a related field, applicant must show academic studies nexus to housing and community development.

And

Experience:

The equivalent of three years full-time program development, planning or administrative experience in a housing, community development, homeless, or related service-enriched housing programs.

Possession of a Master's degree from an accredited college or university in city, regional or urban planning, public administration, public policy, economics, sociology, or a closely related field. If Master's degree is in a related field, applicant must show academic studies nexus to housing and community development. Possession of a Master's degree as described above may substitute for one year of experience.

We will also accept applications for candidates with less experience at a lower salary range.

THE IDEAL CANDIDATE

The ideal candidate will have a knowledge of and experience in affordable housing finance strategies, real estate transactions, development budgets and proformas, and affordable housing project management and/or asset management. In addition, the ideal candidate will have strong analytical skills, excellent writing skills, ability to work independently as well as collaboratively, be organized and detail oriented, and have sensitivity to working with people of different cultural backgrounds.

Specifically, the ideal candidate will:

- Be a high energy, responsive and motivated team player with the ability and vision to make a positive impact on the goal of creating and preserving affordable housing throughout Alameda County.
- Have demonstrated strong collaborative and relationship building abilities with a wide variety of people, cross-functional teams, community-based organizations, banks, and lawyers with minimal supervision in a results-oriented organization.
- Direct experience in the development and/or management of affordable housing projects including acquisition/rehabilitation, affordable housing finance, pre-development, loan underwriting, construction administration, project close-out, and/or occupancy and operational compliance, refinancing, resyndications, year 15 buy-outs and LP exits, inspections and capital improvements.
- Direct experience interpreting and enforcing compliance monitoring procedures and other elements of Federal, State and local governmental programs such as CDBG, HOME, LIHTC, tax-exempt bonds, HUD Section 811 and 202, Section 8 Project-based and tenant-based vouchers, CalHFA and State HCD programs, and County programs, etc.
- Have strong time management, project management and organizational skills with attention to detail and accuracy.
- Have experience and expertise prioritizing multiple assignments with competing needs and continually revising priorities as conditions change. Ability to work with minimal supervision in a team environment and to handle detail-oriented work.
- Have excellent written and verbal communication and relationship management skills.
- Be able to identify issues, problems, and opportunities and be able to choose an effective course of action for developing solutions.
- Have intermediate proficiency with MS Word, Excel, Teams, Outlook, and PowerPoint.
- Have proficiency in utilizing housing development and/or property operation financial pro forma models in Excel.

BENEFITS

The annual salary for this position is \$92,839.50-\$111,832.50 depending on qualifications and experience, as evaluated against the job description minimum qualifications.

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families, as well a defined benefit pension plan. We also sponsor many different employee discount, fitness and health screening programs focused on overall well-being.

HOW TO APPLY

This recruitment is for provisional appointments. Please submit 1) a pdf of County application (see below for instructions) 2) a cover letter summarizing the position(s), Housing Finance and/or Asset Management, for which

you would like to be considered and your related skills, education, experience, and 3) answer to the supplemental question (see below) to HCDAdmin@acgov.org.

First review of submissions will begin the week of August 23, 2021 and video interviews are anticipated to be scheduled September 9th-14th. If selected, additional paperwork will be required to complete the hiring process.

Supplemental Question:

1. Describe a complex affordable housing assignment that you have worked on, your role, and the skills and expertise demonstrated in your role.

This application requires that you set up an account at <http://www.jobaps.com/alameda/>.

Alameda County Online Application Instructions

- Once an account is set up, complete the application template, save it to your account, print and/or save a PDF of your completed application.
- This application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process.
- Before submitting your application, it is your responsibility to ensure correctness of all information submitted in the application.
- If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.
- You are required to provide a valid email address. Our staff will contact you via email and therefore without a valid email address, you will not be contacted regarding your application. PLEASE FILL OUT THE APPLICATION COMPLETELY
- 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.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Although you may attach 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.
- Failure to comply with these instructions may result in disqualification.