



City of Mountain View (CA) Housing Officer

SALARY	\$4,681.90 - \$7,022.84 Biweekly \$10,144.12 - \$15,216.15 Monthly \$121,729.40 - \$182,593.84 Annually	LOCATION	Mountain View City Hall
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	202400017	DEPARTMENT	Housing Department
DIVISION	Affordable Housing	OPENING DATE	09/24/2024
FLSA	Exempt	BARGAINING UNIT	EGLE

What's the Role and What You'll Do

We're looking for **an innovative, self-motivated, astute, and experienced professional** to join a **fast-paced, dynamic** team environment, primarily focused on affordable housing policy and program development such as furthering and supporting Housing Element deliverables, monitoring and applying State legislation, developing a middle-income housing program, advancing the City's homeownership initiatives, and supporting the displacement response strategy . If you are looking to make a measurable impact in the community, this position is for you! Review our detailed job description for the [Housing Officer](#) classification.

What You'll Do

- Reporting to the Affordable Housing Manager, the Housing Officer may supervise/mentor a staff member;
- Lead the City's policy and program development, including but not limited to:
 - Implement goals and activities as defined in the City's Housing Element and Council priorities.
 - Develop and advance programs, such as a middle-income and a homeownership initiative.
 - Support the development of policy initiatives, such as the City's tenant displacement response, affordable housing acquisition and preservation and Community Owner Action Plan.
 - Monitor, research, and analyze proposed legislation and regulations applicable to affordable housing projects and program areas related to housing. Further City efforts to comply with state housing legislation.
 - Supervise and support the City's Below Market Rate program.
- Make policy and funding recommendations to City Council or other decision-making bodies.
- Write excellent reports and presentations and present to Council, Committees, and/or community meetings to present on affordable housing projects and other topics as needed.

The Essentials

Housing Officer

- A bachelor's degree from an accredited college or university with a degree in public policy, planning, public or business administration, or a closely related field.
- Four years of increasingly responsible experience with CDBG or HOME Programs, affordable housing project management, policy, urban planning, or rent stabilization or tenant-landlord programs, including one year of performing increasingly responsible project management functions.
- Possession of a valid California Class C driver's license by date of appointment.

Highly desirable

- Spanish speaker.
- Experience engaging with residents, community groups and members of the public.

Are We a Match?

- You are an innovative doer and creative thinker who welcomes challenges, is calm under pressure, and resourceful.
- You can think conceptually, strategically, and have the ability to connect the dots.
- You have high EQ, ability to read the room, and political astuteness.
- You have excellent comprehension skills and seek to clearly understand the underlying issues and come up with responsive questions, solutions, options, and alternatives.
- You are a detail-oriented individual who can develop thorough, detailed, and effective programs, processes, and procedures that make sense and are easy to use.
- You thrive in a team-oriented, results-driven, challenging, and fast-paced environment while also being able to work independently.
- You find it extremely rewarding to work on a variety of complex projects; utilizing your strong project management skills to drive projects forward, sharp analytical ability and written communication skills.
- You are highly capable of juggling multiple priorities with proven results and have effective time and project management skills.

Apply Now

Submit your application and resume online at [NeoGov.com](https://www.neogov.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Friday, October 11, 2024, at 5:00 pm PST**. This recruitment may close at any time.

Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification and Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Agency

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>

