



CITY OF NEWARK is now
RECRUITING for

Housing Policies & Programs Manager

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CITY HALL

CITY OF NEWARK

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Housing Polices and Programs Manager



The City of Newark is excited to announce a fantastic opportunity for a dedicated and experienced professional to become the City's **FIRST Housing Polices and Programs Manager!** This pivotal position will lead the city's efforts in developing and implementing affordable housing programs, working closely with Planning Division staff on housing development projects, and spearheading long-term housing initiatives. The Housing Polices and Programs Manager will play a crucial role in ensuring that Newark remains a vibrant and inclusive community for all residents.

Newark is celebrated for its diversity, thriving business environment, and vibrant community life, and housing is a vital part of this ecosystem. Newark's 2023-2031 General Plan Housing Element, certified by the State of California in December 2023, contains an aggressive set of policies and programs to support the community's affordable housing needs. Our housing policies are built on a foundation of strong communication, collaboration, and public engagement that requires continuous maintenance and improvement. The City is committed to enhancing the quality and availability of housing.

Our first Housing Polices and Programs Manager will leverage Newark's assets to advance housing initiatives, foster partnerships, and ensure that the city's housing policies meet the needs of current and future residents.

This position is in the Planning & Housing Division of the Community Development Department and reports to the Deputy Community Development Director.

Go to <https://www.newark.org/visitors> to learn more about the City of Newark community, located midway between San Jose and Oakland, CA.

The Ideal Candidate

The ideal candidate for the position embodies a passion for fostering inclusive and sustainable housing policies that enhance the overall quality of life for Newark's community. This candidate will thrive as an independent leader with an entrepreneurial spirit, a commitment to excellence and a genuine dedication to advancing the well-being of our city.

This person is also a strategic leader with a proven track record of successfully developing and implementing housing programs within a municipal or regional context. A broad range of experience is ideal; it's expected that this person will regularly interact and cooperate with land use planners, the building official, code enforcement, and community service staff. The ideal candidate is comfortable regularly speaking and interacting with stakeholders at all levels - elected and appointed officials, department directors, community leaders, and members of the public.

The incumbent will demonstrate the City's values known as "PRIDE" (Personal Service, Resourcefulness, Innovation, Diversity, and Engagement) as a member of Newark's empathetic leadership team, and also reflect the staff quality expected by the Community Development Director, including the ability to identify opportunities, solve problems, develop options, take action, and make decisions.

The Process

All applications, resumes, and cover letters submitted through CalOpps.org by 11:59pm on August 18, 2024 will be reviewed.

The most qualified candidates will be invited to panel interviews scheduled for September 5, 2024.

The selected final candidate will be required to complete a background check, credit check and a basic physical exam.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department as early as possible for accommodation requests.

The City of Newark is committed to diversity, equity, inclusion and belonging in the workplace, and does not discriminate against employees or job applicants on the basis of any local, state, or federal protected class.

Compensation and Benefits

The selected candidate will enjoy a monthly salary in the range of \$12,984 – \$15,580, in addition to the following benefits:

- 9/80 schedule work schedule (every other Friday off)
- Educational reimbursement up to \$10,000
- CalPERS retirement – Classic members 2.5%@55; PEPRA members 2% @62.
- Cafeteria Health Plan
 - ⇒ \$913 employee only
 - ⇒ \$1,826 employee+1
 - ⇒ \$2,412 employee +Family
- ⇒ Cash in-lieu option \$450/month, may be used towards dental and vision plans, or additional life insurance
- Health Care Allowance - \$100/month
- On-site bicycle lockers, private shower room, and employee wellness activities
- Life Insurance – City-paid \$50,000 policy
- Long-term and Short-term Disability policies available for purchase
- Employees and eligible family members have free use of the gym at the Silliman Activity and Family Aquatic Center, as well as resident rates for classes and rentals
- Management Leave - up to 56 hours/year
- General Leave - 184 – 264 hours/year, depending on years of service. Upto 80 hours of general leave may be converted to pay per fiscal year.
- 13 paid holidays, including two flexible days

Look up the [2024 Employee Benefits Guide](#) At Newark.org under Human Resources

What makes Newark unique?

City employees benefit from incredible community and City Council support.

Newark employees work in a modern City Hall, featuring abundant natural light and ergonomic furniture and equipment. The building is conveniently located next to a park, library, and outdoor plaza with bike lockers for employees.

Employees enjoy drop-in access to the gym and pools at the nearby Silliman Activity and Family Aquatic Center, only two miles away. Our city offers a close-knit, small-town feel while functioning as a mid-sized community. It operates with eight departments, including police, while the county or special districts provide fire and utility services.

We foster a collaborative and creative environment, and we are excited to welcome new team members to our cohesive city team!

Qualifications

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Possession of a Bachelor's degree from an accredited college or university in city, urban or environmental planning, architecture urban planning or a related field.

Experience: Five (5) years of progressively responsible experience in housing development and rehabilitation, planning, or related field including two (2) years of administrative, lead, or supervisory responsibilities related to planning, organizing, and coordinating housing programs.

License: Possession of a California driver license and a satisfactory driving record.

