



We invite applications for the position of:
HOUSING SPECIALIST I/II
Housing Specialist I \$7,361 - \$8,780 Monthly
Housing Specialist II \$8,099 - \$9,655 Monthly
Plus a comprehensive benefits package

The Community Development Department is seeking two (2) Housing Specialists.

Why Join our Department?

The Community Development Department, comprised of Planning, Neighborhood Improvement and Housing, Code Enforcement, and Building, provides a broad range of functions relating the development of the community. The Neighborhood Improvement and Housing Division provides development and maintenance of affordable housing and oversees community grants. You will be joining a team of talented professionals in a dynamic, collaborative work environment dedicated to serving the San Mateo community. You will work alongside a team of focused and highly motivated professionals who use their talent to provide essential development review and inspection services to our residents and businesses on a daily basis. The Housing Specialist I/II position is an exciting opportunity for a talented professional to join a great organization and make a valuable contribution to the Housing Division within the Community Development Department. Collaboration, innovation, respect, accountability, creativity, transparency, thoughtfulness, and informed risk-taking are attributes and competencies that we are seeking in the candidate.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do

The Housing Specialist performs professional level work to implement varied housing programs and policies, grant and City loan management, and community engagement. The current vacancy may be filled at either level based on experience.

Depending upon class level and assignment, duties may include, but are not limited to, the following:

- Review, analyze, and administer federal, state and local programs to meet City housing and community development needs; structure and modify programs to meet specific City circumstances.
- Act as project manager for City-sponsored affordable housing projects, carrying such projects from site acquisition through financing to construction and lease-up.
- Conduct outreach and organize and lead in-person and virtual workshops with the public about housing needs in the community and policy related to housing production, preservation, and protection; attend meetings as a City representative, as assigned.
- Support the Housing & Neighborhood Services Manager with implementation of the policies and programs in the City's 2023-31 Housing Element.
- Process housing and commercial loans and grants from application through construction completion and loan servicing; determine property improvement needs; originate loans; prepare specifications and coordinate project bidding and management stages; conduct progress inspections and authorize disbursements; mediate disputes between the property owner and the contractor.
- Publicize and prepare marketing information for the City's various housing and redevelopment projects; meet with individuals and groups to disseminate such information.
- Conduct various studies and analyses regarding project feasibility and economic returns; prepare statistical, financial, environmental, and other technical analyses and reports.
- Assist with the acquisition and disposal of real property; assist in the administration of the resale program for City-sponsored affordable housing.
- Maintain accurate records and files of assigned projects and cases; monitor funds expended; prepare a variety of periodic and special reports related to grant, loan and City-sponsored programs; may provide input into annual budget requests and assist with monitoring the budget.

For a comprehensive list of duties, reference the job specification at <https://www.cityofsanmateo.org/DocumentCenter/Index/86>.

The **Housing Specialist** receives general supervision from the Housing Supervisor or higher-level department personnel and may exercise technical and functional supervision over lower-level staff as assigned.

Who You Are

- You possess the knowledge of analytical and report preparation methods and techniques, computer applications related to the work, techniques for effectively dealing with people from various socio economic, ethnic and age groups, standard office practices and procedures, including the use of standard office equipment, basic housing, real property development and real estate financing concepts, laws and techniques, basic construction terminology and concepts, including the interpretation of plans and specifications;
- You have the ability to analyze, interpret, apply and explain various laws, rules, codes and regulations related to housing, economic and/or redevelopment, including grant and loan administration, research and analyze technical and statistical data, evaluate alternatives and make sound recommendations, quickly learn the laws, rules, regulations and procedures related to the work, prepare clear, concise, and accurate correspondence, reports and other written materials, maintain accurate records and files, coordinate multiple projects and meet critical deadlines, represent the City effectively in meetings with others, establish and maintain effective working relationships with those contacted in the course of the work;
- You are a detail-oriented individual who finds it rewarding to work with the community, able to exercise good judgement and decision-making abilities, and an exceptional communicator (oral and written) with superior interpersonal skills.
- In addition to the above, for Housing Specialist II, you have the ability to interpret, apply and explain various laws, codes and regulations related to varied housing and redevelopment programs and projects, independently follow through and coordinate multiple projects concurrently, prepare and analyze construction bid documents, specifications and contracts, analyze financial statements and real property documents.

What You Bring

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

Housing Specialist I:

- One year of administrative support experience, preferably in a setting which provides a knowledge of housing and/or redevelopment concepts and terminology.
- Equivalent to graduation from a four year college or university with major coursework in public or business administration, finance, economics or a field related to the work. Experience in housing program or redevelopment staff support may be substituted for the education on a year for year basis to a minimum of two years.

Housing Specialist II:

- In addition to the above, two years of experience in administering housing and/or redevelopment programs and projects at a level equivalent to the City's class of Housing Specialist I.

Bonus Points (highly desirable)

- Grant management experience; specifically, federal grant programs, such as CDBG (Community Development Block Grant) and HOME (HOME Investment Partnerships Program)
- Experience in administering a city-managed loan program
- Experience in community engagement and outreach involving housing policies related to housing production, preservation, and protection

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment with some exposure to the outdoors.

What We Offer

- **Salary:** Housing Specialist I \$7,361 - \$8,780/month; Housing Specialist II \$8,099 - \$9,655/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute **8.34%** to CalPERS and New members contribute **7.50%** to CalPERS effective 7/6/2024.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)

- This classification is represented by the San Mateo City Employees Association

Are You Ready? Apply.

Submit an online application, résumé (required), and supplemental questionnaire at www.calopps.org/city-of-san-mateo or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by 11:59 PM on **Sunday, August 4, 2024** OR upon receipt of the first 75 applications, resumes, and supplemental questionnaires, whichever occurs first.

Interview Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these. A Zoom oral panel interview is tentatively scheduled for **Thursday, August 22, 2024**.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – July 16, 2024

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

**CITY OF SAN MATEO
Housing Specialist I/II**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Are you expressing interest in being considered for the position of Housing Specialist I, Housing Specialist II, or either? Please share what skills and experience qualify you for the position(s) you are expressing interest in.
2. Please describe your experience in managing a community or public outreach project and/or event. Please provide a brief description of the project, your role and responsibilities, and any meeting facilitation or mediation experience. This may include experience gained during an internship and/or degree work.
3. Please describe your experience in managing federal and state grant programs. In your response, please include your role and specific responsibilities.
4. Please describe your experience administering housing development programs, such as reviewing new housing development and/or mixed-use projects. In your response, please include your role and specific responsibilities.