



HOUSING AND GRANTS MANAGER
Community Development Department, Planning Division

\$6,620.00 - \$8,827.00 monthly plus excellent benefits

APPLICATION CLOSING DATE: OPEN UNTIL FILLED

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your NEOGOV application:

- **A completed City of Gilroy employment application including complete supplemental question responses**
- **A detailed resume that highlights your related skills and experience**
- **A cover letter that explains your specific interest in the Housing and Grants Manager position with the City of Gilroy**

ABOUT THE POSITION

City of Gilroy is recruiting for the position of Housing and Grants Manager in the Community Development Department of the Planning Division. This is an exempt-level mid-management position with supervisory responsibilities. Under general supervision of the Department Director or designee, the incumbent will administer and manage the City of Gilroy's Housing and Community Development Grant program, provide leadership and oversight of the development of affordable housing and services to support such developments, work closely with the Police Chief in addressing housing and services for the homeless, and make recommendations related to affordable housing programs and related grants to foster neighborhood revitalization strategies. The Housing and Grants Manager works with City Department Directors, subordinate staff, consultants, contractors, brokers, and members of the community to insure projects and programs are well planned and executed.

IDEAL CANDIDATE

The Ideal Candidate will:

- Have strong analytical financial skills and a long-view perspective, to organize funding resources, prepare reports, and long term plans for housing and community development projects.
- Have strong experience in the development, implementation, and administration of housing programs and projects, including affordable housing.
- Lead housing-related activities in a manner that results in high customer satisfaction levels, leveraging of resources, and continuous improvement.
- Have knowledge of federal environmental regulations, federal fair housing laws, and tax credit laws.
- Have a good understanding of public and private housing development financing systems and programs.
- Have knowledge of housing element laws and processes.
- Have experience applying for and administering complex grants while staying abreast of requirements and deadlines.
- Have the ability to understand eligibility requirements, underwriting criteria, and terms of debt service for loans.
- Able to quickly get up to speed on grants and funding opportunities from all sources while being proactive in seeking out additional financial resources.
- Have a communicative and influential speaking presence to make recommendations to the City Council, and to represent City of Gilroy at meetings with Entitlement Cities, HUD, the County of Santa Clara, and at other public meetings. Also, be able to easily communicate complex program information clearly and concisely to the layperson.
- Have experience and success partnering with other organizations and the community to include collaborating with and seeking input from a variety of stakeholders: (developers, non-profits, regional agencies, residents, etc.)
- Be extremely organized and able to ensure thorough documentation of all aspects of the position.

EXAMPLES OF DUTIES

1. Administer the Federal Housing and Urban Development (HUD), Community Development Block Grant (CDBG), Housing Trust Fund programs and other related programs.
2. Prepare the five year Consolidated Plan for housing and community development activities.
3. Prepare an annual application for HUD funds and other funds as they are available to the City.
4. Prepare annual performance reports, budgets, detailed reports, and maintain necessary program activity.
5. Represent the City at meetings with Entitlement Cities, HUD, the County of Santa Clara and other special purpose committees.
6. Develop an awareness of current trends in housing financing methods and seek out financing sources for the construction of affordable housing. Review and prepare draft comments on proposed Federal, State and local regulations and their prospective impact on department programs. Suggest alternative courses of actions as applicable.
7. Work collaboratively with the Police Department and other agencies to address housing for homeless.

8. Work with the Below Market Rate Administrator to insure the City below market rate portfolio is administered to maximize retention of below market rate units.
9. Leads Housing section activities in a manner that results in high customer satisfaction levels, leveraging of resources and continuous improvement.
10. Make presentations and recommendations to the City Council and attend public meetings related to the Housing and Community Development (HCD) program.
11. Work with other City departments as required, to ensure that projects are progressing.
12. Assemble pertinent financial and housing information from individual and non-profit applicants and analyze same for debt serviceability and program eligibility.
13. Monitor rehabilitations in progress, acting as liaison between applicants, City and contractor and grant funding agencies.
14. Routinely evaluate operating policies, practices and procedures for their effectiveness.
15. Proactively maintain oversight of budget and revenue forecasting providing recommendations and guidance for fiscally sound decision making.
16. Supervise employees as assigned.
17. Work with financial institutions and the public in securing and processing loans.
18. Coordinate real estate transactions, including but not limited to acquisition, disposition, and escrow.
19. Ensure proper and timely responses to housing related inquiries from various parties.
20. Assist with preparation and implementation of the Housing Element.
21. Perform field inspections to verify project completion.
22. Monitor and follow up on loan payments.
23. Monitor contract compliance per Federal Law. (NEPA, Davis-Bacon, Non-Profit Sub-recipients)
24. Perform related duties as required.

QUALIFICATIONS

1. A Bachelor's degree in Planning, Public Administration, Business Administration or a closely related field of study from an accredited college or university.
2. Three years of experience implementing a Community Development Block Grant or Urban Renewal Program. A minimum of one year of supervisory experience is required.
3. Strong analytical, organizational, and communication skills required along with a strong attention to detail.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Prefer bilingual (English/Spanish).
6. Pass an employment background check, including a Department of Justice criminal record for employment.
7. Prefer non-tobacco user.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on NEOGOV. You must file your responses via the on-line application process.

1. Do you possess three years of experience in implementing a Community Block Grant or Urban Renewal Program? If yes, (a) describe your experience (b) list dates of employment (c) provide employer name.
2. Please describe your direct experience managing and coordinating affordable housing programs and include an example of a complex affordable housing project you managed and some of the challenges you faced.
3. Describe your experience working on a five year consolidated plan and the annual action plan for Housing & Community Development funds and activities.
4. Please describe your direct experience applying for, and administering federal grants.
5. Please describe your experience where you were a formal supervisor and include the following information for each position: (a) your job title, (b) dates of employment (c) number of employees supervised.
6. Please list five work-related references with contact information. (Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)

COMPENSATION AND BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$811.46 to \$2,142.90 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

Other Benefits

The City currently offers the PERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction; "new" members shall pay 50% of the total normal cost as set by CalPERS. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.

Vacation, Sick Leave, Personal Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of City of Gilroy service. Employees accrue eight hours of sick leave each month. Employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

Payroll

All City employees are paid monthly, on the first business day of each month for the prior calendar month via direct deposit.

Representation:

Persons appointed to this position on a full-time basis are covered by the Gilroy Management Association

APPLICATION PROCESS

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City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Recruitment Schedule

This position is open until filled. Applications will be continuously reviewed and oral board interviews may be scheduled at any time.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER
AND SUPPORTS WORKFORCE DIVERSITY.**