



# City of Milpitas

We invite applications for the position of:

## Housing and Neighborhood Preservation Specialist

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**Annual Salary Range:** \$69,042.48 – \$83,921.76  
**Post Date:** Thursday, January 11, 2018  
**Close Date:** **Friday, January 26, 2018, 5:00 PM**

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 339 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Housing and Neighborhood Preservation Specialist implements and manages various housing projects and programs, including assisting property owners and others in obtaining loans and grant funds to improve housing, performing specialized administrative and technical activities related to code compliance, and investigating, resolving, and processing citizen concerns. We are looking for a highly motivated and detail orientated individual to join our team to work on significant projects throughout the City.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Implement City-sponsored housing projects, including activities associated with site acquisition, financing, and contract administration.
- Participate and assist in coordination of housing rehabilitation loan program; process and monitor housing loans and grants from applications through construction completion and loan servicing
- Determine property improvement needs
- Originate loans
- Prepare or review specifications
- Coordinate or oversee project bidding, inspections and management
- Authorize disbursements
- Mediate disputes
- Process applications for Community Development Block Grant (CDBG), and other related public and private funding sources
- Monitor projects and assure compliance with federal and state laws and regulations referring the most complex cases and problems to the Senior Housing and Neighborhood Preservation Specialist
- Maintain accurate records and files of assigned projects and cases
- Monitor funds expended
- Prepare a variety of periodic and special reports related to grants, loans and City-sponsored housing projects
- Receive and respond to complaints concerning animals, Neighborhood Beautification, staff, lend-a-tool shed, abandoned vehicles, sanitation, graffiti, and Housing Code, zoning and sign violations
- Coordinate with other departments and agencies to facilitate code compliance



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- Mediate disputes, maintain accurate records and files
  - Compile statistics
  - Prepare reports, letters and memoranda related to housing code compliance
  - Provide public information and referral services related to housing code compliance
  - Provide staff support on special projects as assigned, including research, conducting surveys, compiling data, and making recommendations on alternative courses of action

### Experience and Education

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

Three years of progressively administrative support or technical experience in housing programs or code enforcement, or in other fields of technical assistance involving high public contact AND

Equivalent to the completion of the twelfth grade.

### License and Other Requirements

Possession of or ability to obtain and maintain a Valid California Driver's License.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, supplemental questions, and resume, online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>



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The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.