



HOUSING AUTHORITY ADMINISTRATOR

City of Milpitas, California



WELCOME TO MILPITAS

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government.

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. With a diverse resident population of 75,521, the City of Milpitas sees each of the 339 full-time employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas is a full service City with water utility, sewer utility, police and fire services. The Council makes planning and policy decisions for residents, and oversees the City's almost \$192 million budget. Issues currently challenging the City include development, quality of life, and traffic.

Recruitment Timeline:

Application period:
4/5/18– 4/20/18

THE POSITION

The City of Milpitas is currently in the process of updating its Affordable Housing policies and the Housing Authority Administrator will take the lead in development and identification of best practices to implement those goals, policies, and objectives. The City Manager serves as the Executive Director of the Housing Authority; the Housing Authority Administrator will work under the direction of the Planning and Neighborhood Services Director.

The Housing Authority Administrator will plan, develop, and monitor programs and activities designed to stimulate the preservation, development, and financing of affordable housing. In addition, the incumbent will identify funding sources, as well as develop and negotiate contracts with public, non-profit, and/or private developers. The Housing Authority Administrator may supervise staff on policy and development projects related to affordable housing, including production and preservation programs.

The Housing Authority Administrator will keep updated of changes in Federal, State, and local legislation and regulation effecting housing programs, and inform management of changes and makes adjustments to relevant programs. make presentations related to housing issues to the City Council, boards and commissions, management staff, non-profit organizations, and other community groups.

THE IDEAL CANDIDATE

The ideal candidate will be a mission driven, dedicated professional, excited by the opportunity to strength and revitalize our community through housing and neighborhood investment. A key policy initiative the Administrator will be charged to lead will be the evaluation, in collaboration with community stakeholders, of a potential tenant protection program to stabilize rents, and mitigate the impacts of displacement for eligible housing units.

This will be a hands on, working position, where the candidate will find an abundance of opportunities to make significant contributions as the City considers the adoption of a new of a Housing Impact Fee Ordinance in June. The Administrator will take the lead in highly visible affordable housing developments and other priority programs and projects. The incumbent will have experience supervising, coordinating and delegating work to others to accomplish a variety of affordable housing programs and projects.

MORE ABOUT MILPITAS

Milpitas is the 8th fastest growing city in the United States according to the US Census, and the 2nd fastest growing in California. Milpitas also boasts the third highest job growth among the 515 qualifying cities by Wallet Hub. Even with this growth, we are still home to an industrious and well educated community with an average household income exceeding the County average. The homeownership rate is close to 70% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the “Crossroads of Silicon Valley” with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and a BART extension opening in 2018, the transit hub adjacent to the Great Mall facilitated high density transit oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

Find out more about Milpitas at www.ci.milpitas.ca.gov

EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration, Social Services, Urban Planning, Real Estate, Finance, or a closely related field. An advanced degree is desirable.

Four (4) years of recent progressively responsible experience with housing assistance payment programs and/or related affordable housing programs. At least two (2) years of the experience must have included supervisory responsibilities or leading and coordinating the work of others.

COMPENSATION & BENEFITS

SALARY

\$116,000—\$162,399 annually, depending on qualifications and experience.

RETIREMENT

Membership in CalPERS (2% at 60 or 2% at 62 with three year average salary).

MEDICAL INSURANCE

Choice of CalPERS Medical Plans. City pays for coverage up to the Kaiser rate (currently \$2027.64/mo. for family).

DENTAL & VISION

City provides full family coverage for dental and vision at no cost to the employee.

LIFE INSURANCE

City provides \$50,000 term policy.

DEFERRED COMPENSATION

City contributes \$75 per month on the employee's behalf.

VACATION

Employees earn 16-36 days of vacation based on years of service.

MANAGEMENT LEAVE

Employees earn 40 hours of Management Leave annually.

HOLIDAYS

Employees receive 12 paid holidays and one (1) floating holiday per year.

SICK LEAVE

Employees earn 12 days annually.

TUITION REIMBURSEMENT

Employees are eligible to receive up to \$ 1,400 per fiscal year in tuition reimbursement.

The City also offers a flexible benefits plan, employee assistance program, and other voluntary insurance.



RECRUITMENT PROCESS

Submit application, resume, copies of required Engineering certificates (if applicable) on line at www.calopps.org or to the City of Milpitas Human Resources Department, 455 E. Calaveras Blvd., Milpitas, CA 95035, (408) 586-3090. First consideration will be given to application materials received by **April 20, 2018.**