



# City of Milpitas

## We invite applications for the position of: Housing and Neighborhood Services Manager

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**Annual Salary Range:** \$98,640.88 - \$129,846.34

*(The salary listed above is subject to City Council approval per the City of Milpitas 2019/2020 Annual Budget.)*

**Post Date:** April 22, 2019

**Close Date:** Until Filled

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 405 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### What You Will Do

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

- Coordinate grant and resource development activities including applications for federal, state, and regional programs and activities.
- Coordinate the preparation of Community Development Block Grant (CDBG) Consolidated Plan, Action Plan and Consolidated Annual Performance Evaluation Report (CAPER).
- Oversee and ensure compliance with federal CDBG budgeting, recordkeeping, reporting and auditing requirements.
- Coordinate the implementation of Housing Element goals, policies and objectives.
- Assist in the administration of City's housing programs.
- Assist in the implementation of housing policies and procedures.
- Assist in the preparation of documents related to loan, lease, or regulatory agreements made with the City's housing partners.
- Monitor contracts as needed with non-profit organizations, developers and homeowners for various services and projects.



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- Assist in the coordination with regional, state and federal agencies and private industry in the development of housing programs and projects.
  - Assist with reports, presentations, meeting materials, and special housing projects.
  - Provide direct support to supervisors at a variety of presentations, Commission, and/or City Council meetings.
  - Conduct outreach and assess community needs on programs and services.
  - Perform other work as assigned.

### **Experience and Education**

A Bachelor's degree in business, public administration, social services, real estate, finance, or a closely related field from an accredited college or university.

Three years of increasingly responsible administrative or analytical experience with housing and community assistance programs.

### **License and Other Requirements**

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

### **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, resume, and copies of required certificates (if applicable) 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**



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The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management and Confidential 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/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

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.