

Now accepting applications for:

HOUSING OFFICER/SENIOR HOUSING OFFICER

Housing Officer

*\$107,186 to \$133,982 Annually**

Senior Housing Officer

*\$112,617 to \$140,772 Annually**

Plus a \$5,000 new hire bonus paid in two payments: \$2,500 in first paycheck and \$2,500 following successful completion of probationary period.

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

*Appointment beyond the posted salary range may be considered for exceptional qualifications and experience. Salary growth following appointment is in accordance with a pay-for-performance plan and increases may be awarded annually for meritorious performance.

What's the role?

We're looking for **talented, self-motivated, and experienced** professionals for two open positions (Housing Officer and Senior Housing Officer) in the City's Community Development Department – Housing Division. You will join a **fast-paced, dynamic team environment**, working on a wide range of complex affordable housing development projects, policies, and programs. This position receives direction from the Housing Manager, and may exercise supervision over professional, technical, and clerical staff. If you are looking to make a rewarding impact in the community, this position is for you! You can review the detailed job description for the [Housing Officer](#) and [Senior Housing Officer](#) positions on the City's website.

The Essentials

Housing Officer

- A bachelor's degree from an accredited college or university with a degree in planning, public or business administration, or a closely related field.
- Four years of increasingly responsible experience with CDBG or HOME Programs, affordable housing project management, policy, urban planning, or rent stabilization or tenant-landlord programs, including one year of performing increasingly responsible project management functions.
- Possession of a valid Class C California Driver License.

Senior Housing Officer

- A bachelor's degree from an accredited college or university with a degree in public policy, planning, public or business administration, or a closely related field.
- Five years of increasingly responsible experience in Community Development Block Grant (CDBG) Program or HOME Investment Partnerships Program, affordable housing project management, housing public policy/administration, urban planning, or rent stabilization or tenant-landlord programs, including three years of performing increasingly responsible project management functions.
- Possession of a valid California Class C driver's license by date of appointment.

What You'll Do

Housing Officer

- Lead the administration and implementation of the City's federal CDBG and HOME grant programs, including but not limited to:
 - Develop and implement Five-Year Consolidated Plans, the City's Assessment of Fair Housing plan, and internal/external processes and procedures for the grants program administration
 - Develop annual reports including Annual Action Plans and Consolidated Annual Performance and Evaluation Report (CAPER)
 - Lead the Notice of Funding Availability for public services and capital projects
 - Oversee the monitoring of subrecipients receiving CDBG/HOME funding
- Assist in the development of affordable housing policies, programs, and plans, as needed, in coordination with other City staff
- Provide coaching/mentorship to junior Housing staff

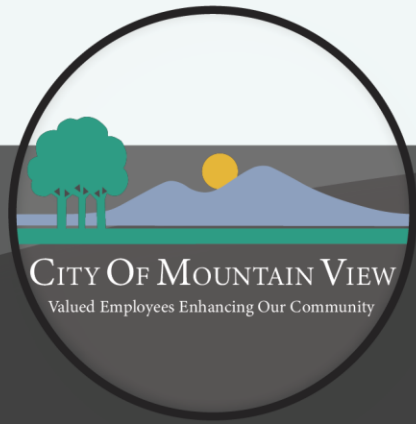
Senior Housing Officer

- Lead the City's affordable housing finance and development program, including but not limited to:

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<https://www.linkedin.com/company/city-of-mountain-view/>



CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

Apply Now!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close at **Application materials will be screened on a continuous basis with a first application review date of Monday, August 2, 2021.** The recruitment may close at any time. Qualified candidates are encouraged to apply early!

The most appropriately qualified candidates will be invited to an oral panel interview via videoconference (weighted 100%), tentatively scheduled for the week of August 9, 2021. Depending on the number of applicants this process may be altered.

- Provide in-depth project management of the City's affordable housing project pipeline throughout the Notice of Funding Availability (NOFA) and project review/entitlement process, working in close coordination with City staff
- Monitor and track the City's affordable housing fund revenues and proactively identify new resources/opportunities
- Develop and implement internal/external processes and procedures for the affordable housing finance and development program
- Assist in the development of affordable housing policies, programs, and plans, as needed, in coordination with other City staff
- Provide coaching/mentorship to junior Housing staff

Are We a Match?

- You are an innovative doer and thinker who welcomes challenges, cool under pressure, resourceful, works well independently, and a collaborative team player.
- You seek to understand the underlying issues and come up with responsive solutions/options/alternatives.
- You are a detail-oriented individual who can develop comprehensive, detailed, and effective programs, processes, and procedures that make sense and are easy to use
- You think through issues, connect the dots, and see the big picture.
- You are adept at quickly learning new tasks and thrive in a team-oriented, results-driven, challenging and fast-paced environment.
- You have superb managerial, customer service, analytical, interpersonal and communication skills, including clear and excellent writing skills.
- You find it extremely rewarding to work on a variety of complex projects and to proactively think of with numbers and perform extensive research and analysis.
- You are highly capable of juggling multiple priorities with proven project and time management skills, and are skilled in managing staff as well managing up with your supervisor and senior leaders.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members/10.5% for new members to CalPERS with no Social Security deduction
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds (\$1,000 annually)
 - Management leave of 80 hours per fiscal year, paid out at the end of the fiscal year of not used.
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.