



City of Mountain View

Now accepting applications for: HOUSING OFFICER/ SENIOR HOUSING OFFICER

The annual salary range is
Housing Officer: \$117,047 - \$175,571 with a
control point of \$146,309.

Senior Housing Officer: \$122,979- \$184,468
with a control point of \$153,723.

*Pay beyond the control point may be awarded
for exceptional experience and qualifications
upon hire and/or for meritorious performance
while serving.*

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.

“The City of Mountain View is an excellent place to work if you want to make a positive impact in the community. We work on exciting projects, are motivated by the organization’s values, and collaborate with exceptionally capable and professional colleagues.”

—Wayne Chen, Housing Director

What’s the Role?

We’re looking for an **innovative, self-motivated, astute, and experienced professional** to join a **fast-paced, dynamic** team environment, primarily focused on advancing the City’s affordable housing pipeline projects but also working as needed on a range of complex affordable housing policies and programs within the City’s Housing Department. If you are looking to make a measurable impact in the community, this position is for you! This vacancy will be filled at either the Housing Officer or Senior Housing Officer level depending on qualifications. Review our detailed job description for the [Housing Officer](#) and [Senior Housing Officer](#) classifications.

The Essentials

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.
- 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 California Class C driver’s license by date of appointment.

Highly desirable

- Asset management experience.
- Spanish speaker.
- Experience engaging with residents, community groups and members of the public.

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.

Highly desirable

- Asset management experience.
- Spanish speaker.
- Experience engaging with residents, community groups and members of the public.

What You’ll Do

Senior Housing Officer/Housing Officer

- Senior Housing Officer will operate more independently; Housing Officer will be expected to require more support from more senior staff including the Affordable Housing Manager.
- Along with an existing Senior Housing Officer in the Department, lead the City’s affordable housing finance and development program, including but not limited to:
 - Advancing the City’s robust affordable housing project pipeline throughout the Notice of Funding Availability (NOFA) and project review/entitlement process, working in close coordination with other City staff.

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



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. Application materials will be screened on a continuous basis with a first application review date of **Thursday, February 22nd at 5:00 pm**. This recruitment may close at any time.

Continued...

- Lead the Request for Qualifications/Request for Proposals process to select qualified developers to develop affordable housing on City-owned sites. Includes negotiating deal terms and associated legal agreements such as loan, lease, and regulatory agreements.
- Monitoring and tracking the City's affordable housing fund revenues and proactively identify new resources/opportunities.
- Working with other government and private agencies to secure funding for and utilize funding as appropriate to finance affordable housing projects/development.
- Monitor, research, and analyze proposed legislation and regulations applicable to affordable housing projects and program areas related to housing.
- Make funding recommendations to City Council or other decision-making bodies.
- Write excellent reports and present to Council, Committees, and/or community meetings to present on affordable housing projects and other topics as needed. Strong project management skills.

Are We a Match?

- You are an innovative doer and creative thinker who welcomes challenges, is calm under pressure, and resourceful.
- You have excellent comprehension skills and seek to clearly understand the underlying issues and come up with responsive questions, solutions, options, and 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 thrive in a team-oriented, results-driven, challenging, and fast-paced environment while also being able to work independently.
- You find it extremely rewarding to work on a variety of complex projects; utilizing your sharp analytical ability and written communication skills.
- You are highly capable of juggling multiple priorities with proven results and have effective time and project management skills.

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 and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
- **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
- **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; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

Fine Print. 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 are required to successfully complete a pre-employment process, including employment verification and 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.