



BUILD A GREAT COMMUNITY TOGETHER

THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

Housing & Economic Development Specialist I/II #20A-11

Closing September 7, 2020
(Posted August 14, 2020)

Specialist I
\$7,237 TO \$8,792 Monthly

Specialist II
\$7,960 TO \$9,675 Monthly

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

The following must be submitted with your application: Professional résumé, supplemental questionnaire and cover letter.

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Department upon submittal of application.

Prior to appointment, candidates will be required to pass a background, criminal, and DMV check at no cost to the candidate.

Selection Process

All applications including cover letter, resume and supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job related qualifications.

Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process tentatively scheduled for:

Oral Panel Interviews: 9/25/20
Departmental Interviews: Week of 9/28/20

The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The City enjoys an average of 255 sunny days a year, which it boasts via the City slogan: "Climate Best by Government Test." We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a core purpose, vision, and mission that represent our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

"Core Purpose" - *Build a Great Community Together*

Vision - *A community where people of all backgrounds and income levels can thrive.*

Mission - *Building a welcoming Redwood City through collaboration, responsiveness and excellence.*

ABOUT THE HOUSING DIVISION

In recognition of the critical importance of meeting residents' needs for housing, the City Council has identified housing as a top strategic priority and recently moved the Housing Division from the Community Development and Transportation Department to the City Manager's Office. The Division's goal is to foster a range of housing options affordable to all income levels through policies, programs, partnerships, and projects that support the creation and preservation of affordable housing for Redwood City's residents. The Division also oversees the City's allocation of federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds.

ABOUT THE POSITION

This entry to journey level, full-time position will be responsible for assisting in the administration of the City's CDBG and HOME programs. Responsibilities will include general grant management, reporting and monitoring, analyzing housing and commercial development projects, preparing marketing and informational materials, compiling and analyzing data, maintaining file records on all projects, and interpreting federal and housing, economic development and redevelopment programs in order to use them in meeting local priorities. *The City of Redwood City is committed to protecting the health and safety of its employees. The City allows for voluntary, limited duration remote working arrangements (teleworking).*

For a full job description of the position visit: <https://www.redwoodcity.org/Home/ShowDocument?id=406>

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BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement** – CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Medical Insurance** – Choice of Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,766/month
- Dental & vision insurance
- Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- 2.5% bilingual pay (after proficiency test)
- Fitness center access at City facilities
- Commuter program available

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills & abilities would be:

Experience:

Specialist I:

One year of responsible experience in housing, economic development, redevelopment or a related field is desirable.

Specialist II:

Two years of progressively responsible housing economic development or redevelopment experience comparable to that of a Housing and Economic Development Specialist I with the City of Redwood City.

Education & Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business, finance, planning, and public administration, or a related field.

License or Certificates:

Possession of, or ability to obtain, a valid California Class C Driver's License.

Knowledge of:

- Procedures, regulations and practices in housing, economic development and redevelopment, including the areas of financing, land acquisition, construction and rehabilitation.
- Federal, state and local regulations dealing with housing, community development, economic development, and redevelopment.
- Principles and practices of marketing research and implementation.
- Principles and practices of real estate and real estate development.
- Real estate laws and finances.

Ability to

- Analyze, interpret and apply laws, rules and regulations pertaining to housing and commercial loan and grant administration, economic and redevelopment activities.
- Analyze and compile statistical and technical information and prepare reports.
- Learn Community Development Block Grant application requirements and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Learn to prepare and analyze pro formas.

Work Environment:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to various City and regional locations. Bilingual ability is highly desirable.

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SUPPLEMENTAL QUESTIONNAIRE

CITY OF REDWOOD CITY

Please provide answers to the following questions, limiting your response to one (1) page for each question. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience drafting reports, plans or research papers, especially if your experience pertained to housing, grant management, and/or community development.
2. Briefly describe your strengths and how will they enhance your performance as a Housing & Economic Development Specialist?

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.