



**CITY OF DALY CITY INVITES APPLICATIONS FOR**

# **Housing Coordinator**

**Department of Economic & Community Development**

## **ABOUT THE POSITION:**

The Housing Coordinator supports the Housing and Community Development division by assisting in the formulation and implementation of the City's affordable housing policies and programs. This position monitors the City's inventory of affordable housing units for compliance with the applicable deed restrictions or affordability covenants, assists developers in complying with the City's Affordable Housing Ordinance, and coordinates the funding processes for the City's affordable housing funds. The Housing Coordinator stays current with local, state and federal housing laws and helps advance the various affordable housing policies and programs in the City's Housing Element. This may include drafting funding agreements, reviewing scopes of work for housing rehabilitation projects, and income verification of applicants for affordable housing programs.

(Non-Civil Service, 40 hours/  
week)

## **Salary:**

**\$4465- \$5427/ biweekly**

**\$9674- \$11,758/ monthly**

**Final Filing Date:**

**Apply Immediately-  
Open Until Filled**

**Interviews: TBD**

**For more information, visit [www.calopps.org/city-of-daly-city](http://www.calopps.org/city-of-daly-city)**

The City of Daly City is an Equal Opportunity Employer



## **Definition**

Under the direction of the Housing and Community Development Manager, the position is responsible for the development, coordination and oversight of the City's housing policies and programs to meet the City's long and short-term housing goals and objectives.

## **Examples of Duties**

Identify and work with for-profit and non-profit housing development organizations in developing affordable housing projects; negotiate and monitor contracts; develop and evaluate RFP's relating to affordable housing development; assist in developing new housing assistance programs, new housing development projects, criteria for new construction programs, and in negotiating lending agreements and contracts with financial institutions for housing programs; work on site acquisition for housing programs. Additional duties are to analyze housing project development Pro Forma; maintain a liaison relationship with the County, the State and Federal Agencies which administer housing programs; provide assistance to those individuals seeking housing assistance; monitor compliance of affordable housing projects; prepare and maintain the HUD Consolidated Plan and Annual Performance Reports; and, assist with the compiling of the Housing Element; and, performs related work as required.

# Minimum Qualifications

**Knowledge of:** Real Estate lending practices and underwriting standards, and housing development finance; as well as, knowledge and experience with housing funds and HUD's Community Development Block Grant (CDBG) and HOME programs along with laws, regulations and funding requirements relating to State and Federal assisted housing programs.

**Ability to:** Prepare clear and concise written reports and recommendations, both written and oral, to the City Council, Daly City Housing Development Finance Agency, and at public meetings; maintain effective working relationships with City Council members, City Staff, the real estate development community, non-profit organizations, civic groups and the general public. Additionally, be sensitive to the housing needs of the City's

lower-income residents, and translate knowledge into policy options for City Council and Housing Development Finance Agency programs. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.



## Ideal Candidate

**Education:** Bachelor's degree in Public Administration, Business Administration, Economics, Planning, Sociology or a related field. A Master's degree is highly desirable.

**Experience:** Three years of increasingly responsible experience with housing programs, construction industry, financial institutions, real estate and local agencies is required.

**License:** Possession of a valid Class C California Driver's License.

**Prequalification Questionnaire:**

1) Do you possess a Bachelor's degree in Public Administration, Business Administration, Economics, Planning, Sociology or a related field?

Yes

No

2) Do you have three years of increasingly responsible experience with housing programs, construction industry, financial institutions, real estate and local agencies?

Yes

No

3) Do you possess a valid Class C California Driver's License?

Yes

No

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Prequalification required with applications.  
Incomplete applications will not be accepted.

Résumés are not accepted in lieu of a City of Daly City application.

**Submit your application and prequalification questionnaire to:**

Human Resources Department,

360 – 90th Street,

Daly City, CA 94015

**OR** apply online at:

[www.calopps.org](http://www.calopps.org)

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