



# THE CITY OF HAYWARD

## is recruiting for a HOUSING DEVELOPMENT SPECIALIST



### DEADLINE TO APPLY

**Next Review December  
21, 2018 @ 5:00 PM;  
Open Until Filled**

Candidates are encouraged to apply online at:  
[www.hayward-ca.gov](http://www.hayward-ca.gov) or  
[www.GovernmentJobs.com](http://www.GovernmentJobs.com).

### COMPENSATION

**Monthly Salary  
\$7,602 — \$9,231**

Plus excellent benefits package: See the Benefit Summary on the City's Human Resources webpage for more details.

### THE SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

With the Bay Area economy exploding, Hayward is fast becoming a regional nerve center for new development and building activity. Spanning from our pristine western shoreline to the attractive foothills to our east, Hayward is the picture of cultural, geographic and economic diversity. With a vigorous and growing "Advanced Industries" sector, which the Brookings Institute has identified as a primary engine of the new economy, Hayward and its 160,000 residents are building the future today. The successful candidate will occupy a unique position at the nexus of commercial, residential and industrial activity in the Bay Area.

### THE POSITION

Under the general supervision of the Housing Division Manager, the Housing Development Specialist is responsible for professional duties related to preserving and expanding affordable housing opportunities in the City. The Specialist coordinates with non-profit and for-profit developers; interprets, applies and explains City, State and Federal policies and procedures related to affordable housing and funding sources; analyzes proposed projects to recommend the best use of limited affordable housing resources; assists in developing and implementing local housing policies and plans, e.g. the Housing Element and Inclusionary Housing Ordinance; and identifies and analyzes legislation affecting or providing funds for affordable housing. The successful candidate will possess exemplary communication skills in group and community settings and in written reports. Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.

### THE DIVISION

The Community and Housing Services Division is a division in the City Manager's office. It is responsible for Community Grant programs including CDBG and Social Services grants, Housing Rehabilitation and Affordable Housing programs, and Paratransit services. The mission of the division is to preserve and enhance the quality of life for the Hayward community through neighborhood-oriented services, community-based problem-solving, and information and resources that are relevant, accessible, and responsive to the community. In every service we provide, our goal is to transform lives and contribute to the health and success of our community.

### ESSENTIAL DUTIES

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

- Design, implement and monitor the success of housing programs for affordable housing.
- Assist with the issuance of tax-exempt or taxable securities for housing development.
- Negotiate residential development agreements and regulatory agreements with developers seeking City financial assistance or other approvals.
- Develop and maintain a system for monitoring of residential development agreements and regulatory agreements for compliance with local and funding source requirements.
- Coordinate efforts of bond team members including financial advisors, bond counsel, underwriters, feasibility analyst, lenders and trustees.
- Coordinate City efforts to identify affordable housing projects for funding that are aligned with Hayward's priorities and with other local, state and federal housing agencies priorities and requirements.
- Provide technical assistance to developers, non-profit organizations and other public and private entities relative to sources of project funding and Hayward's Affordable Housing Ordinance to encourage development of affordable housing.
- Analyze legislation for impact on programs and make appropriate recommendations.
- Prepares staff reports related to assigned projects.

**A complete job description and list of duties can be found at [www.hayward-ca.gov](http://www.hayward-ca.gov)**

**ABOUT HAYWARD** With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

### **KNOWLEDGE OF:**

- Principles and methods used in structuring public security issues.
- Principles and practices of governmental planning and zoning.
- Principles and techniques of affordable housing development.
- Federal and state housing legislation and programs.
- Effective outreach techniques.
- Public contact and community relations.
- Data gathering and assessment techniques related to housing need, market conditions, development costs, etc.

### **ABILITY TO:**

- Evaluate developer proformas, budgets and financial statements.
- Communicate clearly and concisely, orally and in writing.
- Interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development and finance.
- Assist with negotiations and administration of a variety of complex legal document, including financial development, and administrative contracts and agreements.
- Maintain accurate records; prepare clear, concise reports and other written materials.

## **MINIMUM QUALIFICATIONS**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **EXPERIENCE**

Three years of recent progressively responsible professional experience in public development planning, public finance, housing development, business administration or management, including at least one year's specific experience in investment analysis and structuring and issuance of public securities;

### **EDUCATION**

Graduation from an accredited college with a Bachelor's Degree in Planning, Economics or Business Administration, or related field. Graduate degree in appropriate field may be substituted for one year of experience.

### **LICENSE & CERTIFICATES**

Possession and maintenance of a valid Class C California Driver's Licenses.

### **DATE OF EXAMINATION**

**Week of 1/21/2019**

The City of Hayward reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

## **SUPPLEMENTAL QUESTIONS**

1. Describe the most complex housing project with which you have been involved and be specific as to your role and accomplishment.
2. Describe your experience or understanding about affordable housing financing.
3. Describe your experience with affordable housing project management including negotiating loan agreements or development agreements, managing agreements, construction monitoring and project closeout.
4. Describe your experience monitoring affordable housing developments for compliance of regulatory controls.