



City of Sunnyvale

Housing Specialist 1, Term-Limited

SALARY	\$54.98 - \$70.17 Hourly	LOCATION	Sunnyvale, CA
JOB TYPE	Term Limited	JOB NUMBER	25-00088
DEPARTMENT	Community Development	DIVISION	Housing
OPENING DATE	08/06/2025	CLOSING DATE	8/27/2025 5:00 PM Pacific

Description

HOUSING SPECIALIST I, TERM-LIMITED
Term-Limited, Full Time Employment Opportunity
Two-Year Term-Limited Assignment
Housing Division

This term-limited position is currently approved for a two-year assignment with the potential of an extension to three years upon approval.

The position opens Wednesday, August 6, 2025, and the final filing date is Wednesday, August 27, 2025, at 5:00 pm.

The City of Sunnyvale is seeking a term-limited Housing Specialist I to join the Housing Division in the Community Development Department. The term-limited Housing Specialist I will focus on the planning and implementation of unhoused services and programs. Under direction of the Housing Officer, Homeless Services Manager, or the Affordable Housing Manager, the term-limited Housing Specialist I will play a key role in the planning and development of new affordable housing, creating new housing programs and unhoused services and programs, implementing the Housing Element, applying for grants/funding to support affordable housing, and monitoring housing legislation. The term-limited Housing Specialist I will perform technical and professional level planning and community development work, with an emphasis on creation and implementation of programs that serve people experiencing homelessness and/or affordable housing programs. This position will closely collaborate with affordable housing developers, various housing advocacy groups, local non-profits, and the community. The ideal candidate will be a passionate affordable housing professional who is a motivated self-starter able to work independently, while also being a team player who can communicate effectively with supervisors, colleagues, consultants, and decision-makers. Creativity, critical thinking, public speaking, and the ability to perform research and analyses are essential traits.

The Housing Division is a passionate and hardworking group of professionals dedicated to meeting the housing, human services, and unhoused service needs of the community. We work collaboratively to achieve our housing goals and foster an innovative and team-focused work environment. The City continues to be a leader in supporting affordable housing

and implementing dynamic housing programs. Since the 1980's, the City has awarded more than \$100 million in City housing funds towards developing or preserving affordable housing, and awards over \$1.5 million in federal funds annually.

For a complete job description, please click here: [Housing Specialist I/II](#)

Under direction of the Housing Officer, Affordable Housing Manager, or Homeless Services Manager, performs professional work in affordable housing development, affordable housing assistance programs, housing policy, services and programs for the unhoused, urban planning, research and analysis; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Housing Specialist I is a journey level classification in which incumbents are expected to perform work under general but limited supervision, while learning related policies and procedures. The Housing Specialist is distinguished from the lower-level classification Housing Programs Analyst due to the higher complexity of assignments and additional coordination with Planning projects. The Housing Specialist is distinguished from the Housing Specialist II by the performance of less than the full range of duties assigned to the Housing Specialist II level. As experience is gained, there is a greater independence of action within established guidelines. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level classification. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

Essential Job Functions

(May include, but are not limited to, the following):

- Processes affordable housing planning applications; reviews and analyzes land use impacts and compliance with local and State regulations and City policies.
- Manages the City's General Plan Housing Element and assist with necessary updates and RHNA preparation as required.
- Prepares a variety of technical and administrative reports, documents and correspondence; makes presentations to City Boards and Commissions, City Council and at other public hearings and community meetings.
- Conducts studies and prepares and presents corresponding reports.
- Evaluates and reviews development plans for compliance; prepares reports, Initial Studies, ordinances, and research and communicates with applicants, consultants, staff and members of the public.
- Coordinates project and program reviews with other city departments and outside agencies.
- Assists in the identification and preparation of grant applications.
- Represents the Community Development Department at meetings and conferences as assigned.
- Works with non-profit and for-profit developers of affordable housing, financial institutions, bond counsels, consultants, architects, city departments and others to develop affordable housing for targeted populations.
- Coordinates and develops programs and projects to produce affordable housing and assist low/moderate income households.
- Coordinates, develops, and administers programs and services, including grant application and management, to support the unhoused community.
- Ensures compliance with State and regional housing legislation and reporting requirements including progress in achieving the Regional Housing Needs Allocation and other mandates.
- Prepares required reports to the California Department of Housing and Community Development, the Metropolitan Transportation Commission, the Association of Bay Area governments and other agencies.
- Collects, archives, analyzes, interprets and manipulates housing construction, ownership and market data and trends.
- Coordinates the City's bi-annual Point In Time Count activities.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and

stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Minimum Qualifications

Housing Specialist I

Education and Experience:

The minimum qualifications for education and experience can be met in the following ways:

(1) a Bachelor's degree from an accredited college or university in urban planning, public administration, business administration, architecture, public policy, social work, psychology, public health or a related field; AND Three years of professional housing programs/policy experience, real estate development, land use planning program experience or program management, planning, development and/or evaluation of unhoused services or programs; OR

(2) a Master's degree from an accredited college or university with major coursework in urban planning, architecture or a related field; AND Two years of professional housing programs/policy experience, real estate development, land use planning program experience, or program management, planning, development and/or evaluation of unhoused services or programs.

Knowledge of:

- Basic planning and design principles, practices and current trends.
- General understanding of zoning, land use and environmental laws.
- Principles of research.
- Basic math and statistical methods.
- Office methods, procedures, software and equipment.
- Principles, practices, and techniques of housing development, development feasibility assessments, and real estate pro-forma analysis.
- Public and private financing methods for housing and human services.
- Program development, monitoring and evaluation techniques.
- Best practices to prevent and end homelessness.
- Economic and social service needs of disadvantaged groups.

Ability to:

- Gather and analyze data on land use, population, urban growth patterns, economic and social trends, and other demographic data used in land use and housing planning for the purpose of preparing and presenting accurate and concise written reports and making presentation at public forums.
- Interpret, apply and explain zoning and land use principles, laws and regulations.
- Read and understand maps, architectural drawings and plans, and reports.
- Analyze and compile information and determine appropriate course of action.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Prepare detailed written reports; recommend actions to be taken, and present City Boards, Commissions, and City Council meetings

- Establish and maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Identify housing, homeless services, and community development needs and recommend appropriate solutions.

Willingness to:

Attend weekend and evening meetings.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

DESIRABLE QUALIFICATIONS

Demonstrated experience developing and delivering public presentations.

Application and Selection Process

APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **Wednesday, August 27, 2025, at 5:00 pm.**

Candidates are asked to fully describe any training, education, experience, or skills relevant to this position; resumes are not accepted in lieu of an application. Electronic applications may be submitted online through the City's employment page at Sunnyvale.ca.gov and click on JOBS. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the **oral examination process scheduled for Monday, September 22, 2025.** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources.)

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of September 29, 2025.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts). A candidate with education obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense to determine its equivalency in the United States. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service.

ADDITIONAL INFORMATION

Positions in this job classification are represented by the [Sunnyvale Employees Association \(SEA\)](#).

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Housing Specialist 1, Term-Limited Supplemental Questionnaire

***QUESTION 1**

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the

supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- ☐ Yes
- ☐ No

***QUESTION 2**

Please select the way that you meet the minimum qualifications for education and experience. If you do not have this experience and education, please select N/A.

- ☐ A Bachelor's degree from an accredited college or university in urban planning, public administration, business administration, architecture, public policy, social work, psychology, public health or a related field; AND Three years of professional housing programs/policy experience, real estate development, land use planning program experience or program management, planning, development and/or evaluation of unhoused services or programs.
- ☐ A Master's degree from an accredited college or university with major coursework in urban planning, architecture social work, psychology, public health or a related field; AND Two years of professional housing programs/policy experience, real estate development, land use planning program experience or program management, planning, development and/or evaluation of unhoused services or programs.
- ☐ N/A

***QUESTION 3**

Please describe your professional working experience supporting the development of affordable housing, including experience with low-income housing tax credit financing/development budgeting, working with non-profit developers, and other state/federal funding sources or professional working experience in planning, developing or evaluation of unhoused services or programs. This question will be evaluated based on the overall content, clarity, organization, and quality of writing. Your response should be between 250-400 words. If you do not have this experience, please enter N/A below.

*QUESTION 4

Please describe your professional planning experience as it relates in the areas of urban planning/design or economic development/redevelopment or social work, unhoused services/programs, public health, or housing services/programs, including years of experience and your scope of responsibilities. This question will be evaluated based on the overall content, clarity, organization, and quality of writing. Your response should be between 250-400 words. If you do not have this experience, please enter N/A below.

*QUESTION 5

Please describe your experience with drafting policies, implementing new unhoused programs, housing or land use policy/programs, and making program-related recommendations based on interpretation of policies. Provide details about the process you followed to develop a recommendation to the decision-making body; please include your scope of responsibility. This question will be evaluated based on the overall content, clarity, organization, and quality of writing. Your response should be between 250-400 words. If you do not have this experience, please enter N/A below.

*QUESTION 6

Please describe any experience you have with writing staff reports, presenting to public boards and commissions, and holding/supporting outreach meetings. If you do not have this experience, please enter N/A below.

* Required Question