



The City of East Palo Alto invites applications for the position of
Housing Specialist I-II
(1-year limited term)

PAY: Housing Specialist I: \$36.66 - \$44.56 Hourly
Housing Specialist II: \$45.80 – \$55.67 Hourly
Plus a great benefits package

Deadline to Apply
Monday, August 4, 2025, at 11:59 PM



The Position

The City of East Palo Alto is now seeking an organized, detail-oriented, welcoming Housing Specialist I-II. The Housing Specialist I/II performs a variety of technical and administrative duties in support of the City's affordable housing, rent stabilization, and anti-displacement programs. The position supports the development, implementation, and monitoring of housing policies, programs, and projects. The selected candidate will provide information and assistance to residents, property owners, tenants, landlords, and developers, and support the City's efforts to increase, preserve, and manage affordable housing and to ensure compliance with local, state, and federal housing regulations.

This is an open, competitive/ promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees. The department may hire at either the I or the II level, depending on the skills, certifications, and qualifications held by the pool of applicants.



Qualifications

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

Education: Equivalent to graduation from a four-year college or university with major coursework in public or business administration, finance, economics, political science, or a field related to the work.

Experience in a housing program or community development staff support may be substituted for the education on a year-for-year basis to a minimum of two years.

Experience:

Housing Specialist I: One year of administrative support experience, preferably in a setting that provides knowledge of housing and/or community development concepts and terminology.

Housing Specialist II: In addition to the above, two years of increasingly responsible experience in administering housing and/or community development programs and projects at a level equivalent to the City's class of Housing Specialist I.

License and Certifications: The ability to convey oneself to and from geographical locations frequently and timely.

·If operating City vehicle, possession of, or ability to obtain, a valid California Driver's License (Class C) and a satisfactory driving record.

**SCAN TO APPLY
TODAY!**



SCAN ME

The City of East Palo Alto is an Equal Opportunity Employer