

CITY OF GILROY IS HIRING

HOUSING AND COMMUNITY SERVICES MANAGER

Community Development Department

Housing and Community Services Division

\$11,859.83 - \$16,290.58 Monthly Plus Excellent Benefits

The salary range listed above reflects the full compensation potential for this position. However, initial salary placement will typically be at the front end of the range and will not exceed 97% of the range maximum. Placement within the range will be based on the candidate's relevant experience and qualifications. Progression through the range may occur over time, subject to continued service, good performance evaluations, and the City's administrative policies.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

Opportunity to work a 9/80 work schedule with every other Friday off.

This position is full-time on-site position that actively manages and supports department operations.

Future MOU salary increases: 2.5% on 7/1/27

ABOUT THE POSITION

The City is recruiting for a full-time Housing and Community Services Manager (HCSM) to advance and strengthen the City's efforts in affordable housing production and preservation, homelessness response, tenant protections, and coordination of supportive services for vulnerable community members. Since the creation of the Housing and Community Services Division, it has become a key part of the City's strategy to address city-wide housing challenges. This leadership position offers a unique opportunity to make a meaningful impact on housing accessibility, homelessness response, and community well-being in Gilroy.

Under the general direction of the Community Development Director, the HCSM will plan, direct, and oversee the operations and programs of the Housing and Community Services Division and provide leadership and oversight of the development and administration of housing programs and grant-funded initiatives that support long-term housing affordability and stability for residents, including unhoused and at-risk populations. Working collaboratively with public agencies, nonprofit organizations, regional partners, and community stakeholders, the HCSM will help implement innovative housing solutions and advance strategic initiatives aligned with City goals and community priorities.

This position is an exempt, mid-management level position that must exercise competent discretion and judgement in the performance of duties and interactions with others. This position will be included with the Gilroy Management Association employee group.

THE TEAM AND DEPARTMENT

The Community Development team is a collaborative and close-knit group with a strong commitment to public service and community improvement.



APPLICATION CLOSING DATE:

July 6, 2026

INTERVIEW PANEL DATE:

July 22, 2026

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- A completed application along with responses to the supplemental questions.
- Cover letter that explains your specific interest in this position with the City of Gilroy is required.
- Detailed resume focusing on relevant work experience and education is required.

VIEW JOB DESCRIPTION HERE:

[HOUSING AND COMMUNITY SERVICES MANAGER](#)

Apply at

www.CityOfGilroy.org/jobs



The City of Gilroy takes pride in serving the community through responsive, thoughtful, and forward-looking leadership that enhances the quality of life for those who live, work, and visit Gilroy. Team members work alongside dedicated professionals who are passionate about making a meaningful impact in the community.

The Department is committed to partnering with residents, the development community, public agencies, and nonprofit organizations to promote safe, attractive, and sustainable development that supports the City's long-term vision and goals. The team values collaboration, innovation, and customer service, and fosters a dynamic, fast-paced, and supportive work environment where employees are encouraged to contribute ideas, build partnerships, and help shape the future of the community.

THE IDEAL CANDIDATE WILL

- Be well experienced in the administration and management of local government Housing and Community Service programs.
- Develop and implement a variety of programs, projects, and federal, state, and regional housing/community service grants.
- Demonstrate compassion and a strong ability to work with culturally and economically diverse individuals and families, and those impacted by homelessness.
- Confidently interact and effectively communicate with members of the community both verbally and in writing and will be knowledgeable of outreach methods using a variety of platforms and languages.
- Be a solutions-oriented leader and a collaborative problem solver with competent decision-making skills.
- Have quality supervisory and management skills with experience in training and evaluating staff creating development goals and set work priorities.
- Stay abreast of evolving laws and regulations relating to affordable housing and housing programs.
- Maintain effective working relationships with funding agencies, community-based organizations, other public agencies, and the public.
- Be knowledgeable in the areas of grant administration, contract development, and budgeting principles.
- Provide exemplary customer service skills to include timely and accurate responses to residents and customers conjoined with empathy and a sincere desire to provide service to the community.
- Have strong time management skills to effectively manage workload.
- Have strong attention to detail.
- Be comfortable speaking in front of large and small groups of people.
- Seek out professional development and training opportunities to become an expert in the field.
- Have supervisory experience and enjoy leading, managing and mentoring others.



EXAMPLES OF FIRST YEAR PROJECTS/ASSIGNMENTS:

- Create and implement an affordable housing policy and a prioritization system for affordable units in coordination with members of the Community Development Department.
- Collaborate with Santa Clara County, other agencies, nonprofit service providers, and community-based organizations to develop and implement strategies, plans, and programs that reduce and prevent homelessness.
- Identify, monitor, and preserve at-risk units and administer processes for new affordable units.
- Oversee the Community Development Block Grant program to provide public services, public improvements, or other programs to meet community's priority needs.

QUALIFICATIONS

- Any combination of experience and education equivalent to (equivalency shall be made at the sole discretion of the City of Gilroy):
 - A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or any field related to community development, housing policy or services, community services, or social science.
 - Five (5) years of increasingly responsible professional experience in affordable housing programs or development, public services grant program administration, housing policy development or financing, community services program development and delivery, resource development, or other closely related activities.
 - A Master's degree may be substituted for one year of the required professional experience.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- Strong computer/technology skills required.
- Willing to continue education and training, and expand skills, by taking additional courses, attend seminars, workshops, and individual study.
- Pass a post-offer medical examination, which includes a drug test.
- Pass a detailed employment background check which includes a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.
- Bilingual (English/Spanish) highly desired, but not required.

REPRESENTATION:

Gilroy Management Association (GMA)

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**Human Resources can be reached
at: (408) 846-0228**

Apply at www.CityOfGilroy.org/jobs

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- Cover letter that explains your specific interest in this position with the City of Gilroy is **required**.
- Detailed resume focusing on relevant work experience and education is **required**.

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes testing for psychoactive marijuana metabolites), given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

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