



HOUSING PROGRAMS MANAGER

\$7,736 – \$9,403/month

Plus: \$2/hour Additional Pay and Excellent Benefits!

Open Until Filled

Application Review – 3/23/2023; Oral Board – 4/10/2023

THE COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. The Waterfront Promenade offers beautiful views and serves as an ideal setting for a myriad of outdoor activities, dining choices and lunch hour strolls.

THE POSITION

Responsible for the day-to-day direction and administration of the City's Housing Division and Affordable Housing programs, including planning, managing, and coordinating program activities; oversees and performs a variety of complex, specialized and professional work in housing operations, and ensures program compliance with federal and state laws and regulations. This position provides oversight and administration of the Redevelopment Successor Agency's affordable housing communities, First Time Homebuyer Loan, HOME Loan and Community Development Block Grant (CDBG) programs. The Housing Programs Manager also takes a lead role in representing the City in the community's homeless services system design.

ESSENTIAL JOB FUNCTIONS – Responsibilities may include, but are not limited to:

- Plans, organizes, directs, supervises, reviews, coordinates, establishes priorities for, and manages housing activities; participates in the development and implementation of Housing Division goals, priorities, policies and procedures.
- Supervises, coordinates, reviews, and participates in the work of assigned staff in the administration of Housing Division programs, including the Section 8 Housing Choice Voucher program, affordable housing management activities, and other housing assistance programs.
- Performs monitoring and evaluation activities for housing authority programs; documents problem areas and identifies remedies; analyzes, interprets and implements existing and new federal and state housing rules and regulations; completes all state and federal reporting requirements.
- Administers the overall functions of housing programs, including administration of housing program waitlists, initial eligibility determination, voucher issuance, leasing, recertification, and special programs administration.
- Evaluates and resolves individual appeals or protests related to application of ordinances, policies, rules and regulations, compliance issues, and fraud incidents; gathers information and visits sites as appropriate to investigate and resolve complaints, violations or appeals.
- Participates in the development and administration of the Division's annual budget; coordinates all financial transactions; and monitors and approves expenditures.

QUALIFICATION GUIDELINES

EDUCATION/TRAINING: A Bachelor's degree from an accredited college or university with major course work in Social Science, Public Administration, Business Administration, Urban Studies, or a related field.

EXPERIENCE: Five years of increasingly responsible experience with federally funded housing assistance programs, including experience in housing development, affordable housing program management, and two years of project management, lead, or supervisory responsibility.

SUBSTITUTION: Additional years of experience may substitute the required education on a year-for-year basis. One year of experience is equivalent to 30 semester/45 quarter units.

LICENSE OR CERTIFICATE: Possession of a California Class C driver's license is required.

THE IDEAL CANDIDATE *may include Housing Specialists, Senior Housing Specialists, Housing Specialist Supervisors or Housing Program Managers with experience working in a California Housing Authority Agency.* The ideal candidate has a background and hands-on experience in all facets of federally funded affordable housing programs, including a thorough understanding of housing regulations and applicable laws, and is comprehensively knowledgeable of the most current information of the field. Effective candidates are well organized self-starters who possess strong leadership and are effective at building and maintaining relationships. Having an empathetic customer service approach, and the ability to handle complaints and disputes with neutrality, composure and tact are a must.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions outlined in the class specification are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

BENEFITS: For miscellaneous positions represented by the Suisun City Management and Professional Employees' Association (SCMPEA), the benefit package includes:

- The \$2/hour Additional Pay is Temporary through June 30, 2023. Details can be found in the SCMPEA 2021-23 Memorandum of Understanding.
- Medical Insurance - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.
- Retirement - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- Education Incentive Pay - 3% for advanced degree beyond current requirement for job.
- Life Insurance - Fully City-paid life insurance of \$200,000 for employee only.
- Deferred Compensation Plan - City contributes match up to 4% of base pay or \$118 per pay period, whichever is greater, into the Deferred Compensation Plan.
- Tuition Reimbursement - Up to \$1,500 per year upon successful completion of approved program.
- Paid Leave - 96 hours of sick leave, 80 hours executive leave, 14 paid holidays per year (including two floating holidays), and 80 hours paid vacation per year for the first five years of service, increasing over time.
- Alternative Work Schedule - The standard City work schedule is 9/80 with alternate Fridays off.

Application/Selection Procedure: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.