



Housing and Economic Development Manager

The City of Belmont is seeking an experienced and dynamic individual to fill the pivotal role of Housing and Economic Development Manager. The City is in the midst of a once in a generation transformation from a sleepy bedroom enclave to a vibrant community. Belmont has over 1,000 housing units in the development pipeline, including three 100% affordable housing projects, as well as a wealth of new commercial development proposed. In the face of changes within our community, we are seeking a candidate who not only possesses a wealth of experience in housing program management but is also exceptional at stakeholder engagement and project management.

At the City of Belmont, we understand that our residents are at the heart of our community, and we are dedicated to providing them with the highest level of service. As a prospective Housing and Economic Development Manager, you will join a team of passionate professionals who share a common goal – serving the residents of Belmont and enhancing the fabric of our community.

The successful candidate will be someone who thrives in a fast-paced environment and is capable of producing high-quality work under the pressure of deadlines. We are looking for an individual with a demonstrated commitment to excellence and a proven track record of delivering outstanding customer service to both internal and external stakeholders. The ability to respond promptly and accurately to resident, developer, and business inquiries, coupled with a genuine desire to serve the community with empathy, is paramount to success in this role.

If you are ready to take on the challenge of addressing Belmont's evolving housing and economic development needs, and contributing to the economic future of our city, we encourage you to apply for this exciting opportunity. Join us in our commitment to fostering a vibrant and thriving community, where your skills and dedication will make a meaningful impact.

Key Responsibilities for this position

- Coordinates with other City departments in the facilitation of the development process for affordable and market rate housing projects and the ongoing administration of the Below Market Rate units.
- Serves as project team lead on housing program design and implementation.
- Serves as team lead in the administration of housing funds for new affordable projects, including negotiating loan and property disposition agreements on behalf of the City.
- Implements and administers the City's Housing Element, including required annual reporting.
- Stays abreast of evolving State housing policy, including density bonus laws, Housing Element requirements, etc.
- Oversees management of City-owned assets, including affordable housing units and housing loan portfolio.
- Creates and implement programs to support small businesses, create affordable housing opportunities, and promote economic and business opportunities.
- Reviews the General Plan and zoning and ensures alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs.
- Serves as the City's liaison to the Chamber of Commerce and business community.



Recruitment Timeline

First reviews of application:
February 16, 2024

First round interview:
Week of February 26, 2024

This recruitment will remain
open until filled.

Interested applicants are
encouraged to apply as
soon as possible.

Compensation and Benefits

Salary:
\$10,695 - \$13,650

A summary of benefits can
be viewed online:
belmont.gov

This position is part of the
Mid-Management/Confidential
Employees Association.



Qualifications for this position

Any combination of experience and education equivalent to (equivalency shall be made at the sole discretion of the City of Belmont:

- 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, real estate development, or urban planning.
- Five (5) years of increasingly responsible professional experience in areas of affordable housing program management, housing policy implementation, real estate development negotiations, stakeholder outreach and engagement, or other closely related activities.
- A Master's degree may be substituted for up to 2 years of the required professional experience.
- Possess and maintain a valid California Driver License

Our Ideal Candidate

Belmont is seeking a manager with a communicative work style and managerial skills that exemplifies a high level of professionalism. The ideal candidate will assist in the development and implementation of department objectives, priorities and goals, and will exemplify the following knowledge, skills, experience, and characteristics:

- An experienced Housing Manager with program administration experience in any of the following areas: affordable housing development, housing program management, below market unit administration, or real estate development.
- Demonstrated successful work history with planning, leading, directing, and managing projects.
- Experienced with community and stakeholder engagement and outreach.
- High attention to detail with the ability to work independently with minimal supervision.
- Be a solutions-oriented leader and collaborative problem solver with competent decision-making skills.
- Demonstrate compassion and a strong ability to work with culturally and economically diverse individuals and families.
- Stay up to date on 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 principals.
- Have strong time management skills to effectively manage workload.
- Outstanding written and oral communication skills.

How to Apply:

Candidates may apply for this position by submitting a completed [CalOpps](#) application.

Reasonable Accommodation:

Human Resources will make reasonable efforts in the application and interview process to accommodate persons with disabilities. Please contact HR in advance by calling (650)637-2965

