

CITY OF MILPITAS

Effective: 8/7/90  
Revised: 10/13/1998  
4/4/2000  
9/2003  
9/2014  
03/2019  
EEOC: Professional  
FLSA: Exempt  
Unit: Mid-Mgmt/Confidential  
PHYSICAL: 6

HOUSING AND NEIGHBORHOOD SERVICES MANAGER

DEFINITION

This is a management position within the Department of Building and Housing, reporting directly to the Housing Authority Administrator. The Housing and Neighborhood Services Manager position is responsible for assisting in the administration of housing programs and Community Development Block Grant (CBDG) program. The Housing and Neighborhood Services Manager will assist in the administration of various federal, state and regional housing programs; assist in the implementation of housing policies and procedures; assist in the preparation of documents related to loan, lease, or regulatory agreements made with the City's housing partners; coordinate City's participation in housing finance programs; perform contract monitoring as needed; coordinate the implementation of the Housing Element; assist in the preparation of reports, presentations, and meeting materials; and perform other functions as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing Authority Administrator.

May exercise direct and indirect supervision over professional, technical and administrative staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Coordinate grant and resource development activities including applications for federal, state, and regional programs and activities.
- Coordinate the preparation of Community Development Block Grant (CDBG) Consolidated Plan, Action Plan and Consolidated Annual Performance Evaluation Report (CAPER).
- Oversee and ensure compliance with federal CDBG budgeting, recordkeeping, reporting and auditing requirements.
- Coordinate the implementation of Housing Element goals, policies and objectives.
- Assist in the administration of City's housing programs.
- Assist in the implementation of housing policies and procedures.

- Assist in the preparation of documents related to loan, lease, or regulatory agreements made with the City's housing partners.
- Monitor contracts as needed with non-profit organizations, developers and homeowners for various services and projects.
- Assist in the coordination with regional, state and federal agencies and private industry in the development of housing programs and projects.
- Assist with reports, presentations, meeting materials, and special housing projects.
- Provide direct support to supervisors at a variety of presentations, Commission, and/or City Council meetings.
- Conduct outreach and assess community needs on programs and services.
- Perform other work as assigned.

## QUALIFICATIONS

### Knowledge of:

- Federal, state and local regulations addressing housing programs and Community Development Block Grant.
- Principles and practices of contract development and monitoring.
- Problem solving and conflict resolution practices and techniques.
- Public relations and outreach.
- Principles of business writing and report preparation.

### Ability to:

- Analyze and apply complex governmental instructions, regulations and legislation.
- Exercise tact, resourcefulness and customer service skills in dealing with individuals and groups from varied ethnic, social and economic background.
- Recommend policies and procedures within the division.
- Assist in the preparation of staff reports and presentations for Commissions, Boards and City Council.
- Interpret and apply legal requirements.
- Establish and maintain positive working relationships with the public, fellow employees and related agencies.
- Work in a team-based environment and achieve common goals.

## EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

### Experience:

Three years of increasingly responsible administrative or analytical experience with housing and community assistance programs.

Education:

A Bachelor's degree in business, public administration, social services, real estate, finance, or a closely related field from an accredited college or university.

Licenses and Certificates

Possession and continued maintenance of a valid class C California driver's license.

Approved by:

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City Manager

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Date

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Human Resources Director

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Date