



Alameda County Housing and Community Development Housing and Community Development Specialist

Job Title: Housing and Community Development Specialist III (#2966) – Provisional *

Organization: Alameda County Housing and Community Development Department (HCD)

Location: Hayward and Telecommuting

Annual Salary: \$106,704-\$128,505, commensurate with qualifications and experience, as evaluated against the minimum qualifications below

Hours: 37.5 per week/75 per pay period

Appointment: Fulltime, Provisional

OPEN UNTIL FILLED. (Next review of applications will start on October 23, 2024.)

ABOUT ALAMEDA COUNTY HOUSING & COMMUNITY DEVELOPMENT (HCD)

The Alameda County Housing and Community Development Department (HCD) plays a lead role in the development of housing and homeless programs to serve the county's low- and moderate-income households, homeless, and disabled populations. HCD maintains and expands housing opportunities for low- and moderate-income persons and families in the county. With the passage of Measure A1, the County's \$580 million Affordable Housing Bond, the work of creating new affordable housing has never been more exciting. We actively collaborate with community-based organizations, non-profits, affordable housing developers, and other city agencies and staff throughout the County, in our pursuit of a more equitable and affordable Alameda County. In our hiring practices, we strive to build teams that reflect the diversity of our County and the populations we serve, and we urge qualified candidates of all races, ethnicity, sexual orientation, and gender identity to apply.

THE POSITION

Alameda County Housing and Community Development seeks a **highly motivated and experienced professional** to fill the vacant position of Housing and Community Development Specialist III.

***Provisional Appointment: For a provisional appointment, a civil service exam is not required. Provisional appointments are temporary, lasting only until an examination for the position can be given. The appointment ends when the examination is completed.**

You do not gain tenure in the position. And, to obtain a regular position, the appointee will need to compete successfully in a County exam when open.

You will earn vacation, sick leave, and paid holidays, and will be eligible to receive medical and dental benefits.

Currently there is a vacancy on the Asset Management Team within the Housing Finance Division.

Under general supervision, the HCDS III will be responsible for the performance and oversight of

technical and analytical work in affordable housing and community development programs and projects. This position is characterized by a high degree of independence, technical proficiency, initiative, responsibility, accountability, and ability to work congenially with a wide variety of individuals, consultants, financial institutions, community-based organizations and other governmental entities.

Examples of job duties include:

- Contributing to effective program design and assisting with the development of operating procedures and policies, including providing directions to implementing agencies on those policies.
- Providing technical assistance on program operations and systems, and support to project internal and external staff, senior management, and key stakeholders.
- Collecting data, working with confidential information and preparing a variety of reports, memoranda, and correspondence.
- Coordinating the work of consultants including contract development, oversight, and implementation.

MINIMUM QUALIFICATIONS:

EITHER I

Experience:

The equivalent of one (1) year full-time experience as an HCDS II in the Alameda County classified service

OR II

Education:

Possession of a Bachelor's degree from an accredited college or university. A degree in a field related to community development such as city, regional or urban planning, business administration, economics, public administration, public policy, public health, political science, social work or urban studies is preferred but not required.

AND

Experience:

The equivalent of three (3) years full-time experience working in a local government or community-based organization performing similar work to the Housing and Community Development Specialist III classification such as program development, policy analysis, grant or contract management, planning, and administrative work.

Substitution:

A Master's degree, or higher, may be substituted for one (1) year of experience.

ADDITIONAL EXPERIENCE REQUIRED FOR THIS POSITION:

Experience performing duties associated with the development of affordable housing such as: financing, project management, contract/legal document review, policy review/development, and/or asset management for a housing developer, development consultant, or public agency similar to the Community Development Agency's Housing and Community Development Department.

THE IDEAL CANDIDATE

The ideal candidate will have a knowledge of and experience in affordable housing finance strategies, real estate transactions, development budgets and proformas, and affordable housing project management and/or asset management. In addition, the ideal candidate will have strong analytical skills, excellent writing skills, ability to work independently as well as collaboratively, be organized and detail oriented, and have sensitivity to working with people of different cultural backgrounds.

Specifically, the ideal candidate will:

- Be a high energy, responsive and motivated team player with the ability and vision to make a positive impact on the goal of creating and preserving affordable housing throughout Alameda County.
- Have demonstrated strong collaborative and relationship building abilities with a wide variety of people, cross-functional teams, community-based organizations, lenders, and lawyers with minimal supervision in a results-oriented organization.
- Direct experience interpreting and enforcing compliance monitoring procedures and other elements of Federal, State and local governmental programs such as CDBG, HOME, LIHTC, tax-exempt bonds, HUD Section 811 and 202, Section 8 Project-based and tenant-based vouchers, CalHFA and State HCD programs, and County programs, etc.
- Have proficiency in utilizing housing development and/or property operation financial pro forma models in Excel.
- Have strong time management, project management, and organizational skills with attention to detail and accuracy.
- Have experience and expertise prioritizing multiple assignments with competing needs and continually revising priorities as conditions change. Ability to work with minimal supervision in a team environment and to handle detail-oriented work.
- Have excellent written and verbal communication and relationship management skills.
- Be able to identify issues, problems, and opportunities and be able to choose an effective course of action for developing solutions.
- Have intermediate proficiency with MS Word, Excel, Teams, Outlook, and PowerPoint.

Special Requirements:

Incumbent may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties. Incumbents may be required to attend night and or weekend meetings.

BENEFITS

The annual salary for this position is \$106,704-\$128,505, depending on qualifications and experience, as evaluated against the job description minimum qualifications.

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families, as well as a defined benefit pension plan. We also sponsor many different employee discounts, and fitness and health screening programs focused on overall well-being.

HOW TO APPLY

This recruitment is for a provisional appointment. Please submit the following via email to HCDAdmin@acgov.org:

- 1) a pdf of your County application (see below for instructions),
- 2) a cover letter summarizing your relevant education and training, with sufficient evidence of its

nexus to the position if you are relying on a master's degree or higher to meet minimum qualifications, and

3) a detailed description of your most relevant experience complying with and/or monitoring owners'/borrowers' compliance with long-term legal, financial and occupancy requirements of affordable rental housing developments.

If selected, additional paperwork is required to complete the hiring process.

This application requires that you set up an account at

<https://www.jobapscloud.com/Alameda/jobboard.asp>

Alameda County Online Application Instructions

- Click on the Application Template. You will be required to log in to your account if you have registered previously or to set up an account if you are a new user. Once you are logged in to your account, complete the application template, save it to your account, print and/or save a PDF of your completed application.
- This application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process. **FILL OUT THE APPLICATION COMPLETELY.**
- Before submitting your application, it is your responsibility to ensure correctness of all information submitted in the application.
- If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.
- You are required to provide a valid email address. Our staff will contact you via email and therefore without a valid email address, you will not be contacted regarding your application.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate in your County Application. If your minimum qualifications are dependent upon education, describe the educational nexus.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Although you may attach a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete County Application forms may result in disqualification. Do NOT write "see resume" in your work history or responses to supplemental questions.
- Failure to comply with these instructions may result in disqualification.

Alameda County encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.