



City & County of SF - Multifamily Lending Project Manager

9774 - Senior Community Development Specialist I
Multifamily Lending Project Manager

Recruitment #PBT-9774-087910

Department	Mayor
Analyst	Karen Henderson
Date Opened	6/30/2018 08:00:00 AM
Filing Deadline	8/10/2018 5:00:00 PM
Salary	\$42.66 - \$51.85/hour; \$7,395.00 - \$8,987.00/month; \$88,738.00 - \$107,848.00/year
Job Type	Permanent PBT
Employment Type	Full-Time

Introduction

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A. 9774 - Senior Community Development Specialist I - Multifamily Lending Project Manager

Mayor's Office of Housing and Community Development

The current position located at the Mayor's Office of Housing and Community Development. The eligible list resulting from this examination may be utilized for future positions in this class in other City departments

POSITION DESCRIPTION:

Under general supervision, performs multifamily housing development work, including planning, development, implementation, monitoring and evaluation assignments; coordinates the development of plans and programs; conducts and coordinates studies and surveys; reviews more difficult projects to ensure compliance with applicable Federal, State and local laws, regulations and procedures; provides technical assistance to project staff and other agencies; and performs related duties as required. Positions in this classification function at the senior journey level in the Community Development Specialist series. Employees in this class carry out their assignments with considerable independence. Positions in this class are distinguished from the lower classification 9772 Community Development Specialist by their significant coordinating and monitoring responsibility over a variety of housing development projects. Employees in this classification may serve in a lead role for subordinate personnel.

ESSENTIAL FUNCTIONS:



Essential functions include, but are not limited to, reviewing and making recommendations regarding the work programs, development budgets, construction budgets, operating budgets, and proposed activities of entities receiving housing funds to ensure compliance with operational methods and procedures; preparing, reviewing, and executing contracts and other necessary documents and fiscal payments to entities receiving housing funds; collecting and evaluating performance data from non-profits partners and preparing written evaluation reports for colleagues; providing technical assistance, information, and advice to representatives of various organizations and entities seeking housing development funds; coordinating and streamlining various phases of project or program implementation with other agencies; assisting in evaluating and recommending effective project plans to management and colleagues; reviewing and recommending physical improvements concerning construction plans and budgets; meeting with agencies, architects, and contractors to outline funding program requirements and procedures; monitoring progress of construction, including site visits, and processing payments; reviewing and making recommendations on proposals for housing and community development funding and/or special project funding in one or more program areas; collecting data and preparing a wide variety of reports, memoranda, and correspondence related to housing and community development activities as required by Federal regulations; may serve as project manager for multifamily housing development projects which can include reviewing budgets, timelines, entitlements, financing plans, and service plans; and other duties as assigned.

Minimum Qualifications

1. Possession of a baccalaureate degree from an accredited college or university AND three (3) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; OR
2. Possession of a baccalaureate degree from an accredited college or university with major coursework in public or business administration, urban planning, government, social work, education, finance, criminal justice, or related field AND two (2) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice or elections related work; OR
3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration AND one (1) year of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; OR
4. Possession of a Juris Doctor degree from an accredited college or university AND one (1) year of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice.



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Substitution: Verifiable administrative/professional experience involving community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice, and/or elections may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

How To Apply

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select “Apply” and read and acknowledge the information
- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact



the exam analyst, Karen Henderson, by telephone at 415-701-5557, or by email at Karen.henderson@sfgov.org.

Special Conditions

The above minimum qualifications reflect special conditions associated with the position(s) to be filled. They may differ from the standard minimum qualifications associated with this classification.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Eligible List:

The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 6 months, and may be extended with the approval of the Human Resources Director.

Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please see

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=21246>. Search that document by title or job code to see which departments use the classification.

Certification:

The certification rule for the eligible list resulting from this examination will be Rule of 3 Scores. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

Selection Procedures

Supplemental Questionnaire (Weight 100%): Candidates will be required to complete a Supplemental Questionnaire. The Supplemental Questionnaire is designed to measure



knowledge, skills and/or abilities in job-related areas which may include, are not limited to: knowledge of the principles and practices of housing and community development programs, including the goals and objectives of these programs, and the activities of community agencies charged with carrying out the programs; knowledge of relevant Federal, State, and local laws, procedures, and regulations governing the housing and community development programs including zoning, planning, affirmative action, Labor Standards, and other requirements of the programs; knowledge of local government structure including the legislative and administrative procedures and requirements which are necessary in planning; approving, and carrying out housing and community development activities; ability to apply principles to define problems, collect data, establish facts, and draw valid conclusions in order to make recommendations regarding the viability of proposed projects and program activities, and determine alternative or additional sources of funding for proposed activities; ability to deal tactfully and effectively with representatives of governmental and community organizations, other staff members, and the general public to establish, maintain, and promote positive working relationships; ability to speak clearly and concisely, providing information and explaining program requirements and policies in a manner that will be understood by diverse audiences and groups; ability to prepare written information in a clear, concise, and well-organized manner, using appropriate rules of grammar and composition, to compose reports, correspondence, and other documents; ability to work with neighborhood organizations and perform some statistical analyses; ability to apply principles to define problems, collect data, establish facts and draw conclusions and write clear and concise reports, recommendations and correspondence.

Conviction History

As a finalist for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a finalist. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.



If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Conclusion

Terms of Announcement:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

The terms of this announcement may be appealed under Civil Service Rule 111A.35.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Requests:



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Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA Accommodation** at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for **Veterans Preference** can be found at: <http://sfdhr.org/information-about-hiring-process#veteranspreference>

**Exam Type: CPE - Issued: 06/30/2018 - Micki Callahan Human Resources Director
Department of Human Resources - Recruitment ID Number: PBT-9774-087910 -
Mayor's Office of Housing and Community Development/KH/415-701-5557**

Benefits

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

[For more information about benefits, please click here.](#)

Click on the link below to apply:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

Apply Online