



The City of Sunnyvale is seeking a Housing Officer to oversee the Housing Division in the Community Development Department; responsible for the City's affordable housing programs and human services funding. The ideal candidate will be a passionate affordable housing professional known for being creative and solution-oriented and will be well-versed in state and federal housing legislation and familiar with the unique challenges presented by California's housing market. This position manages the City's varied federal, state and local housing programs and projects and is responsible for managing the technical, fiscal and policy aspects of complex projects and programs. This position serves as liaison to the Housing and Human Services Commission which advises the City Council on funding and policy related to affordable housing and human services. The Housing Officer needs to work collaboratively with the Director, the other two program managers, the Housing Division staff, and many directors and program managers in other City Departments. Excellent written and spoken communication is required along with an excellent rapport with stakeholders and colleagues.

A major work effort for 2018-2019 is the Housing Strategy requiring oversight and coordination of a consultant team and engagement with mobile home park residents, developers, housing advocates and other community members. The Housing Strategy originated from a diverse set of issues that were coordinated into a single study to refine the City's long-term housing strategy, identify potential improvements to existing programs and approaches, and/or identify potential new approaches to increase affordable housing stock and/or improve affordability of housing in the City. The Housing Strategy will examine: mobile home park rent stabilization; age-friendly housing policies; inclusionary housing for rental housing and other supply-side approaches to improving affordability; and, Demand-Side analysis of issues that affect the cost of local housing.

Under administrative direction, the Housing Officer develops, coordinates, and administers housing and community assistance programs for low-income persons and households. Such programs may include the City's federally funded Community Development Block Grant Program (CDBG), HOME Program and the Housing Mitigation Fund. The Housing Officer facilitates and assists in the development and rehabilitation of affordable housing projects. This involves independently negotiating and monitoring contracts with private and non-profit developers, contractors, and homeowners. The incumbent also coordinates preparation of the Housing and Community Revitalization Sub-Element of the General Plan; and performs other duties as assigned.

The minimum qualifications for the position are a Bachelor's degree in planning, public administration, business administration or a closely related field from an accredited college or university; AND five years of highly responsible experience in administering housing and community assistance programs, including two years of supervisory experience.



City of Sunnyvale - Housing Officer

A Master's degree in planning, public administration, business administration or a closely related field from an accredited college or university may substitute for one year of housing and community assistance program administrative work experience. **A complete application consists of a City application and responses to the required supplemental questions. The recruitment closes, August 15, 2018 at 5:00 pm. For complete information regarding this opportunity, please visit: www.sunnyvale.ca.gov and click on JOBS.**

Salary: \$123,966.00 - \$145,843.00 Annually