



SF Mayor's Office of Housing and Community Development - Senior  
Community Development Specialist I - Housing Construction  
Representative

9774 -Asset Manager

Recruitment #PBT-9774-087369

<b>Department</b>	Mayor
<b>Analyst</b>	Karen Henderson
<b>Date Opened</b>	6/30/2018 08:00:00 AM
<b>Filing Deadline</b>	7/20/2018 5:00:00 PM
<b>Salary</b>	\$41.43 - \$50.34/hour; \$7,180.00 - \$8,725.00/month; \$86,164.00 - \$104,702.00/year
<b>Job Type</b>	Permanent PBT
<b>Employment Type</b>	Full-Time

## Introduction

**This is a Position-Based Test conducted in accordance with Civil Service Rule 111A.**

**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:**

The Senior Community Development Specialist I (Asset Manager) reports to the Asset Management Team Leader of the Multifamily Housing Division of the Mayor's Office of Housing and Community Development ("MOHCD") Click on the hyperlinks to see the mission statements for the Housing Division and the Asset Management Team.

The Senior Community Development Specialist I (Asset Manager) performs difficult and complex housing program analysis and oversight. The essential functions include: monitoring projects for compliance with a wide range of requirements; reviewing, presenting, and discussing program, operational, or policy issues; reviewing and making recommendations regarding the programs, operating budgets, and proposed activities of entities receiving funds; inspecting projects and recommending physical improvements; evaluating requests for funds; making funding recommendations; interpreting applicable laws & regulations; developing and implementing procedures to assure compliance with applicable laws and regulations; enforcing contracts and overseeing completion of remedial actions; collaborating with deputy city attorneys to prepare, review and execute contracts and other necessary documents; meeting with agencies and relevant individuals; reviewing



SF Mayor's Office of Housing and Community Development - Senior Community Development Specialist I - Housing Construction asset & property management issues to inform design and development of new projects; monitoring progress of programs; negotiating with prospective and existing grantees and borrowers; representing MOH before interagency committees, City boards and commissions, and other organizations; collecting data and preparing a variety of reports, memoranda, and correspondence; fielding and responding to complaints from residents and community members; invoicing, collecting and processing loan payments; calculating accrued interest; verifying accuracy and completeness of tenant income certifications; supervising staff and working with confidential information. The Senior Community Development Specialist I at the Mayor's Office of Housing and Community Development also performs related duties as required.

## 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.

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.

**Additional Desirable Qualifications:** The following desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring:



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- Ability to drive an automobile and possession of a valid California driver's license, and to conduct on-site walking inspections, which often require climbing stairs.
- Experience working as a property manager, housing compliance monitor, housing development project manager, housing inspector, compliance manager, residential facilities manager, accountant, auditor, or asset manager, especially in the affordable housing field
- Knowledge of and intermediate-level experience with word processing and database and information management systems; advanced ability with spreadsheets (MS Word, Access and Excel are used by MOHCD)
- Ability to work with windows-based computers and use multiple software applications simultaneously
- Ability to communicate effectively and sensitively, both orally and in writing, with a broad variety of people and agencies
- Ability to work with minimum supervision in a team environment and to handle detail-oriented work
- Ability to prioritize multiple assignments with competing needs and continually revise priorities as conditions change
- Familiarity with principles and practices of residential property management and finance, property inspection, and loan portfolio management, particularly relating to affordable housing
- Experience creating or analyzing operating budgets and performing variance analyses
- Familiarity with requirements of HOME, CDBG, Section 8, LIHTC, and other affordable housing financing sources and programs
- Experience interpreting and enforcing governmental regulations, compliance and monitoring procedures Experience with contract negotiation and enforcement, especially government contracts
- Experience working as a loan officer or similar banking function, especially in the affordable housing field
- Experience working as an accountant or auditor, especially in the affordable housing field
- Experience working in a government and/or non-profit setting interacting with the development and implementation of programs that serve low-income communities
- Experience offering technical assistance to non-profit organizations
- Experience in overseeing capital improvement projects related to housing or community facilities
- Experience in analyzing and developing policies and procedures
- Familiarity with standard real estate practices, including financial analysis
- Experience in long-range strategic planning, especially capital needs assessments
- Experience in working with affordable housing providers or social service providers
- Experience with non-profit financial systems, especially housing providers
- Experience in facilitating effective collaborations between government and/or non-profit organizations



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- Knowledge of San Francisco's neighborhoods, affordable housing organizations and systems, and social services organizations and delivery systems

**Desirable Qualifications:** The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

## How To Apply

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit [www.jobaps.com/sf](http://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.



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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](mailto: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 Evaluation (Weight: 100%) - Candidates will be required to complete a supplemental questionnaire. The Supplemental Questionnaire Evaluation is designed to measure knowledge, skills and/or abilities in job-related areas which may include but not be limited to: knowledge of the activities of affordable housing, and housing program administration charged with carrying out the programs; knowledge of Federal, State, and local laws, procedures, and regulations, especially anything related to affordable housing; 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 project and program activities, and determine alternate proposed projects or program activities; experience working to enforce contracts or other formal agreements; ability to drive an automobile and possession of a valid CA driver's license; ability to conduct on-site walking inspections that often require climbing stairs; experience and level of expertise working with MS Excel spreadsheets; and ability to prepare written information in a clear, concise, and well-organized manner, using appropriate rules of grammar and composition when composing reports, correspondence, and other documents.

## **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.



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## **Disaster Service Workers**

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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](http://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, 4<sup>th</sup> 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:** Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable

**ADA Accommodation at:**



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<http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities> Representative

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-9774-087369 -  
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