



SF Mayor's Office of Housing and Community Development - Senior
Community Development Specialist I - Rental Asset Manager

At MOHCD, we support San Franciscans from all walks of life with affordable housing opportunities and essential services to build strong communities. We are industry leaders in the implementation of policies for the creation, rehabilitation and preservation of affordable housing. Through our programs and grant-making, we strengthen the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities in need. We actively collaborate with community-based organizations, non-profits, private affordable housing providers, and other City agencies and staff, in our pursuit of a more equitable and affordable San Francisco. We consider compassion, excellence and commitment to be our guiding principles. In our hiring practices, we strive to build teams that reflect the diversity of our City and the populations we serve, and we urge qualified candidates of all races, ethnicity, sexual orientation, and gender identity to apply.

MOHCD's HOMEOWNERSHIP AND BELOW MARKET RATE PROGRAMS (HBMR):

MOHCD is organized into two divisions - Housing and Community Development. HBMR programs work within both divisions to inform policy and deliver affordable housing to the low and moderate income communities it is intended to serve.

HBMR focuses on creating and implementing housing policies that deliver safe, stable, and sustainable affordable housing. We are recognized nationally for our innovative Inclusionary Housing program that delivers hundreds of below market rate ownership and rental units in market rate buildings each year; we are stewards of an extensive portfolio of Below Market Rate (BMR) units; we advance new housing production and inclusionary housing policies. Our diverse staff and leadership work together to:

Guide and coordinate citywide housing policies under direction of the Mayor and through collaboration with the Board of Supervisors and other City departments.

Administer a diverse set of programs to develop new opportunities for affordable housing for low to moderate income households in this high cost city.

Monitor the long-term affordability and physical viability of the City's publicly-assisted Inclusionary portfolio of over 4,000 units to ensure that these valuable assets are being used by those in most need.

Incubate new programs, initiatives, and mixed income housing developments that further our production and preservation activities.

Conduct program evaluation and research to document housing needs and trends and communicate accomplishments to elected officials, collaborating partners, and the public at large.



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POSITION DESCRIPTION:

Under general supervision, the Senior Community Development Specialist I functions as journey level professional staff for the HBMR team at MOHCD. This position independently performs difficult and complex housing program analysis and oversight with minimal supervision. The essential functions include: asset management of the BMR rental portfolio by:

Monitoring projects for compliance with a wide range of requirements;

Reviewing and making written recommendations regarding the implementation of inclusionary housing rental programs;

Reviewing Annual Monitoring Reports, conducting file audits and site visits;

Supervising and monitoring of recertification work performed by private and non-profit property managers and leasing agents, including verifying accuracy and completeness of tenant income certifications;

Interpreting applicable laws & regulations;

Reviewing, developing, implementing, documenting and presenting program procedures and policies to assure compliance with applicable laws and regulations;

Fielding and responding in-person, by phone and email to complaints from residents and community members;

Collaborating with deputy city attorneys to prepare, review and execute contracts and other necessary documents;

Establishing and enforcing contracts, policies and procedures;

Overseeing completion of remedial actions;

Meeting with agencies and relevant individuals;

Conducting trainings on local laws, policies and procedures to property managers and leasing agents;

Representing MOHCD before interagency committees, commissions, and other organizations



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Collecting data and preparing a variety of reports, memoranda, and correspondence;

Reviewing portfolio-wide asset & property management issues to inform local government policies and procedures;

Providing assistance to low and moderate income people seeking housing; and

Working with confidential information.

The Senior Community Development Specialist at the Mayor's Office of Housing and Community Development also performs related duties as required.

REQUIRED QUALIFICATIONS:

Four years of experience working as a property manager, housing compliance monitor, city planner, compliance manager, residential facilities manager, accountant, auditor, or asset manager, and/or program administrator, especially in the affordable housing field

Strong writing skills

Intermediate-level experience with word processing and database and information management systems; advanced ability with spreadsheets

Ability to work with minimum supervision in a team environment and to handle detail-oriented work at a fast pace

Commitment to the goal of increasing and preserving the stock of well-designed housing affordable opportunities to low and very low income persons and households in San Francisco

Ability to effectively and sensitively communicate, both orally and in writing, and to work with a broad variety of people and agencies including developers, contractors, property owners, community organizations and tenants in carrying out City housing programs

Ability to independently, properly prioritize multiple assignments with competing needs and continually revise priorities as conditions change

Ability to meet deadlines and to manage highly detailed work with accuracy

Familiarity with requirements of HOME, CDBG, Section 8, LIHTC, and/or other local affordable housing financing sources and programs

Experience interpreting and enforcing governmental regulations, compliance and monitoring procedures



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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 for profit and non-profit organizations

Experience in analyzing and developing policies and procedures

Experience in working with affordable housing providers or social service providers

Experience in facilitating effective collaborations between government and for -profit organizations

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

DESIRED QUALIFICATIONS:

Experience in long-range strategic planning

Strong knowledge of San Francisco's Inclusionary Housing Program.

Advanced degree in related field such as planning, real estate or finance.

Ability to drive an automobile and possession of a valid California driver's license.

Experience with contract enforcement, especially government contracts

Proficiency in language(s) in addition to English.

Strong customer service skills

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.

Minimum Qualifications

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,



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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.

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** 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, @flysf.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



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that the online application was not submitted or received.

- 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.
- **Recruitment #TEX-9774-903302**

Department	Mayor
Analyst	Karen Henderson
Date Opened	2/23/2019 08:00:00 AM
Filing Deadline	3/8/2019 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	Temporary Exempt
Employment Type	Full-Time

Go.jobapscloud.com/SF/sup/BulPreview.asp