

CITY OF LOS ALTOS, CALIFORNIA

Housing Manager

(Development Services Manager)



THE COMMUNITY

Tree-lined streets and a small village atmosphere characterize Los Altos, which is located in the heart of world-famous Silicon Valley. Just 40 miles south of San Francisco, Los Altos is a residential community served by seven small retail districts. The seven-square-mile City is developed with small businesses, schools, libraries and churches.

CITY GOVERNANCE

Incorporated in 1952, Los Altos is a general law city with five elected council members who serve four-year terms. City Council meetings are held the second and fourth Tuesday of every month. Appointed commissions and committees assist the Council in an advisory capacity. The Council-appointed city manager is responsible for the financial and operational management of the City's 130 employees.

We invite you to learn more about the City of Los Altos by reviewing the City's website: [Home Page](#) | [City of Los Altos California](#)



THE POSITION

The Housing Manager performs management, administrative, technical, and investigative work related to Housing and Code Enforcement Programs within the City. This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Division, which includes short-term, mid-term, and long-term approaches to maintain and expand the supply of affordable housing in the City. Additionally, the Housing Manager exercises oversight of Code Enforcement for Municipal Code and City policy violations.

Essential job functions include, but are not limited to:

- ◆ Plan, organize, direct, and evaluate the daily functions, operations, and activities of the City's Housing & Code Enforcement Division, including providing a variety of housing services and assistance to the community; ensure compliance with Federal, State, and local housing regulations; direct the implementation and administration of Citywide policies and programs related to affordable housing development, rehabilitation, leading the analysis and development of policies and programs, including affordable housing project development and homeless housing strategy.
- ◆ Assist the Director in oversight and supervision of the Department of Code Enforcement Housing Inspectors and reports directly to the Director.
- ◆ Responsible for supervision, assignment, and management of Code Enforcement Cases.
- ◆ Facilitate the development of affordable housing projects, including new construction and acquisition/preservation projects, including the development of timelines, managing consultants, negotiation with developers, directing and performing research, and coordination with staff Citywide.
- ◆ Research and secure new sources of Federal, State, regional, philanthropic, and private funding and grants for the City's affordable housing programs and other housing or neighborhood projects.
- ◆ Prepare and present written and oral reports to committees, commissions, the City Council, and other public agencies or parties regarding housing or neighborhood projects.



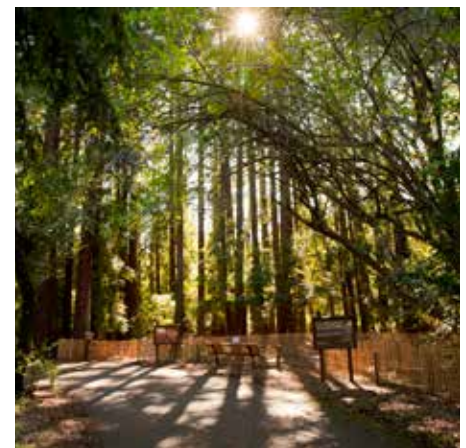
- ◆ Manage, oversee and conduct public outreach, including, but not limited to, establishing schedules and deadlines, developing presentations, and developing processes and timelines.
- ◆ Administer CDBG and HOME programs, including funding for public services, civic improvements, and rehabilitation of affordable housing projects.
- ◆ Oversee staff administration of the City's BMR inclusionary housing program, including marketing new units, collection of in-lieu fees, contracts; interpret BMR ordinances and guidelines; work with staff to develop and implement procedures; and provide oversight of any external BMR administrators hired to administer the program.
- ◆ Direct and participate in the development and implementation of Division goals, objectives, policies, and priorities for the Division; recommend within Division policy, appropriate service and staffing levels; and recommend and administer policies and procedures.
- ◆ Develop, administer, and oversee the Division budget; determine funding needed for staffing, equipment, materials, and supplies; and ensure compliance with budget funding.
- ◆ Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs and service delivery methods and procedures; assess and monitor workload, administrative, and support systems, and internal reporting relationships; identify opportunities and make recommendations for improvement.
- ◆ Supervise and train assigned Division staff; communicate to staff department and City objectives; prepare and administer performance evaluations; and recommend selection of staff.
- ◆ Serve as the liaison with various neighborhood groups, property owners, developers, and general public to promote and facilitate the planning and execution of Housing & Code Enforcement activities and projects.
- ◆ Assist in the development of the City's Housing Element and other planning reports.

- ◆ Initiate database and file management strategies and systems for the Division; oversee ongoing maintenance of systems.
- ◆ Work collaboratively with all City departments on interdepartmental issues; provide assistance to the Development Services Director.
- ◆ Negotiate and administer contracts and other related documents between the department and consultants, contractors, and developers.
- ◆ Monitor current regulations and changes in codes and legislation; analyze potential impacts to City policy or programs.

Exciting times are ahead for the City and its Housing Manager; under the authority of the Development Services Director, the Housing Manager will lead the City's Housing & Code Enforcement Division, including Affordable Housing Programs, such as Below-Market-Rate (BMR), Neighborhood Programs, the Federal and State Housing and Community Block Grant (CDBG) and HOME Investment Partnerships Program (HOME), and policy/program analysis and development, Tenant/Landlord programs, and co-oversight of the Code Enforcement program within the City.

The individual selected to assume this position will be expected to:

- ◆ Oversee, develop, manage, and implement complex housing and community development programs and projects of highest quality.
- ◆ Interpret, apply, and explain laws, codes, policies, and procedures.
- ◆ Supervise, train, and evaluate management, professional, technical, and clerical staff; plan and direct the operations of complex programs.
- ◆ Identify grant opportunities for the City, and promote opportunities open to the development community



- ◆ Knowledge of laws that ensure compliance with and enforcement of Building and Safety Codes, inspection and enforcement of substandard housing and dangerous buildings, abandoned vehicle abatement, cannabis, graffiti abatement, trash, non-compliant land use and businesses, and unpermitted structures.
- ◆ Assume management and administrative responsibility for highly diverse staff and functions in the department.
- ◆ Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- ◆ Respond to inquiries and complaints in a tactful and timely manner.
- ◆ Communicate effectively, both orally and in writing
- ◆ Serve as liaison with planners, building inspectors, law enforcement aides, fire, police, attorneys, and the public on housing & code enforcement matters.
- ◆ Work in a team-based environment and achieve common goals.

THE IDEAL CANDIDATE

The ideal candidate will be a positive and collaborative leader with effective decision-making skills who will be dedicated to program management while implementing the applicable Federal, State, and local laws impacting housing and community development. They should also embody the values of our City's approach to its commitment to the community, excellence through teamwork, and doing the right thing the right way. This position requires the knowledge of principles and practices of budget and personnel management; economics of real estate, housing, and community development; understanding of Planning principles applicable to the development of affordable housing, residential housing, and code enforcement of the municipal code.

QUALIFICATIONS

- ◆ Five (5) years of progressively responsible experience in affordable housing project management, policy, urban planning, or tenant-landlord programs, including at least three (3) years of increasingly responsible project/program management or supervision functions.
- ◆ Bachelor's degree in city/Urban/Regional Planning; Environmental Sciences; Law; Political Science; Public Administration or other closely related field.
- ◆ Possession of, or ability to obtain, a valid California Driver's License upon employment.

SALARY AND BENEFITS

The annual salary range for this position is \$151,616.52 – \$187,290.83.

The City pays competitive benefits that include:

- ◆ Paid medical for employee plus family up to \$2,681.00
- ◆ Dental/Vision - City pays all reimbursable costs up to \$2,057.00 per employee and \$1,370.00 per dependent.

- ◆ Life Insurance - \$50,000.00 guaranteed issuance amount
- ◆ CalPERS Classic 2% @ age 60 and PEPPRA 2% @ age 62. City does not contribute to Social Security.
- ◆ Alternate Retirement Account - Deferred Compensation 401a – The City matches up to 2% match of your annual salary.
- ◆ Cell Phone Annual stipend - \$360.00
- ◆ Quality of Life Wellness Benefit - City contributes \$1,950 annually for expenses that enhance your physical, mental, and financial well-being.
- ◆ Holiday - 14 paid holidays a year
- ◆ Sick Leave - 96 hours per year.
- ◆ Vacation Leave - 112 hours accrued in the first year of employment.
- ◆ Management Leave Hours - 80 hours each fiscal year. This amount is prorated for new employees.
- ◆ Flexible Work Schedule options (4/10 or 9/80) with remote work options.

To view the City's benefit plans, please click below:

[Salaries & Benefits | City of Los Altos California](#)

APPLICATION AND SELECTION PROCESS

The final filing date is Monday, September 11, 2023.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/housing-manager/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For more information, contact:



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Website: www.koffassociates.com

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

EQUAL OPPORTUNITY EMPLOYER:

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age, or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.