

9774 - Senior Community Development Specialist I**Building Code Rehabilitation Coordinator****Recruitment #pex-9774-902018****Department** Mayor**Analyst** Karen Henderson**Date Opened** 12/2/2016 8:00:00 AM**Filing Deadline** 12/16/2016 5:00:00 PM**Salary** \$40.21 - \$48.88/hour; \$6,970.00 - \$8,472.00/month;
\$83,642.00 - \$101,660.00/year**Job Type** Permanent Exempt**Employment Type** Full-Time**INTRODUCTION****Building Code Rehabilitation Coordinator**

The Mayor's Office of Housing and Community Development (MOHCD) administers a variety of housing programs and innovative financing mechanisms that assist in the production of new housing for low-income and moderate-income households and the rehabilitation of single and multi-family units in San Francisco.

Position Description:

The Senior Community Development Specialist I functions as a Rehab Program Specialist for the Mayor's Office of Housing and Community Development. This position assists in the implementation of the City's housing rehabilitation for low and moderate income households at risk of building code violations. All of the residential rehabilitation programs facilitate the financing, rehabilitation, and construction management of residential properties occupied by low and moderate-income households.

Under supervision from the, the Building Code Rehabilitation Coordinator performs duties related to the financing of rehabilitation of privately owned homes of low to moderate-income families and households as it relates to remedying building code violations. The incumbent will create a pilot program in partnership with the Department of Building Inspection and be responsible for all aspects of this program. Essential functions of this position include but are not limited to:

- Designing all aspects of this pilot program, including all necessary consultation from other departments such as the Department of Building Inspection and other relevant departments

- Develop all eligibility guidelines and comprehensive procedures manuals § Develop all appropriate financing documents

- Conduct outreach to homeowners and renters eligible for assistance from this program

- Review requests for assistance in consultation with DBI staff

- Provide training for market rate developers around potential code violations below market rate homeowners

- Provide information to the general public about all possible resources for rehab work to cure code violations

- Work with community organizations to help identify individuals who may benefit from such rehab work

- Performing eligibility evaluations of applicants based on verification of program guidelines

- Gathering, reviewing, and certifying required documentation to insure program eligibility

- Assisting applicants through the eligibility and funding process for the rehabilitation programs

Performing loan underwriting and functions associated with underwriting as demanded for each program including: ordering property appraisals, conducting title searches, calculating loan to value, and debt to income ratios, evaluating debt and property insurance, etc.

Preparing funding recommendations for approval

Tracking funds and disbursements, processing invoices and formulating and maintaining project budgets

Preparing loan closing documents for signing.

Coordinating the process of closing all loans and grants: obtaining approvals from the Director and the City Attorney, scheduling the signing, and recording all liens and notes.

Managing projects currently in the pipeline.

Coordinating and performing loan servicing duties as needed

Assist in preparing reports for MOHCD management, the U.S. Department of Housing and Urban Development, the Mayor and the Board of Supervisors.

Desirable Qualifications:

Knowledge of San Francisco's building code

Familiar with various construction trades, materials and costs, building and housing codes.

Familiar with and ability to review architectural and engineering reports, drafts, schematics, plans and drawings.

Familiarity with MOHCD's first-time homebuyer and homeowner programs .

Public Speaking

Ability to work with minimum supervision in a team environment, to meet deadlines and to manage highly detailed work with accuracy

Proficiency in language(s) in addition to English.

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

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.

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, @flsfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

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

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 applying 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 applying 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

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:

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: PEX - Issued: 12/2/2016 - Micki Callahan Human Resources Director - Department of Human Resources - Recruitment ID Number: PEX-9775-071754 - 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](#).

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