

# 9774 - Senior Community Development Specialist I

Recruitment #TEX-9774-077304

DEPARTMENT	Mayor
ANALYST	Karen Henderson
DATE OPENED	6/9/2017 8:00:00 AM
FILING DEADLINE	6/23/2017 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	Temporary Exempt
EMPLOYMENT TYPE	Full-Time

## INTRODUCTION

### Below Market Rate Rental Project

Asset Manager

#### POSITION DESCRIPTION:

Under general supervision, the Senior Community Development Specialist I functions as journey level professional staff for the Homeownership and Below Market Rate Programs team of the Mayor's Office of Housing and Community Development (MOHCD). This position independently performs difficult and complex housing program analysis and oversight with minimal supervision. The essential functions include: asset management of BMR rental portfolio which

includes: monitoring projects for compliance with a wide range of requirements; addressing applicant disqualification appeals; reviewing, presenting, and discussing program, operational, or policy issues; reviewing and making recommendations regarding the implementation of inclusionary housing rental programs.

The essential functions include: interpreting applicable laws & regulations; developing and implementing procedures to assure compliance with applicable laws and regulations; establishing and enforcing contracts, policies and procedures; 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 asset & property management issues to inform local government policies and procedures; supervision and monitoring of private and non-profit housing developers; 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; conducting trainings on local laws, policies and procedures; verifying accuracy and completeness of tenant income certifications; monitoring portfolio foreclosures; providing assistance to low and moderate income people seeking housing; managing the re-rental process of restricted units; 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.

#### **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.

**DESIRABLE QUALIFICATIONS:**

- Four years 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 (MS Word, Access, Excel, and Salesforce platforms)
- 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 other affordable housing financing sources and programs Experience interpreting and enforcing governmental regulations, compliance and monitoring procedures
- 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 long-range strategic planning, especially capital needs assessment
- 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

- Strong knowledge in the financing of first-time homebuyer programs, including loan underwriting and administration, and requirements of local, state and federal housing finance programs.
- Knowledge with standard real estate practices, including appraisals, purchase contracts, insurance, title and escrow, and financing documents.
- 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
- 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
- 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.

#### 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).

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](mailto:Karen.henderson@sfgov.org).

**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.

## SELECTION PLAN

### 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: <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>

## 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**

**Exam Type: Temporary Exempt - Issued: 06/09/2017 - Micki Callahan Human Resources Director - Department of Human Resources - Recruitment ID Number: TEX-9774-077304 - 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](#).



