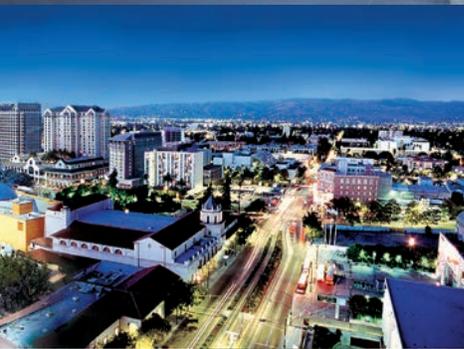


# HOUSING POLICY & PLANNING ADMINISTRATOR GRANTS ADMINISTRATION

City of San José, CA





## THE SAN JOSÉ HOUSING DEPARTMENT

The City of San José Housing Department is a leader in the production of affordable housing. Its mission is to strengthen and to revitalize our community through housing and neighborhood investment. The Housing Department has an operating budget of approximately \$16.5 million annually and 86 employees and is committed to creating and supporting a diverse work environment with a staff that values inclusion. As a federal entitlement City, San Jose receives approximately \$14 million annually in formula grants from the Department of Housing and Urban Development. Additionally, to the federal entitlement funds, the Housing Department administers a number of State and local funds to support housing and homelessness projects and services. The Housing Department is committed to creating and supporting a diverse work environment with a staff that values racial equity and inclusion.

## THE POSITION

This Housing Policy and Planning Administrative (HPPA) position is responsible for managing the Housing Department's grants programs. It oversees grant and contract administration with nonprofit agencies and City programs that receive federal, State, and local funding, including the Community Development Block Grant (CDBG), Home Investment Partnership Program Grant (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs and the locally funded Housing Trust Fund. The position also manages one-time funding sources such as the federal CARES Act and State funding such as Homeless Housing, Assistance, and Prevention (HHAP) Grants. The program typically manages an annual budget of approximately \$14 million that provides funding for the delivery of priority projects and services that benefit San José's low- and moderate-income residents. This year, the Grants Team administered over \$100 million in grants.

This position reports to a Division Manager, manages a team of 12, and directly supervises one Senior Development Officer and one Development Officer. This position will work closely with the Division Manager to obtain approval from the Housing and Community Development Commission (HCDC) for funding recommendations prior to going City Council. Key responsibilities include:

- Develops, supports, and models a positive and productive workplace culture and customer service emphasis based on equity, respect, and inclusion
- Plans and implements an annual workplan for the Grants Team
- Coordinates and develops the Five-Year Consolidated plan and associated Annual Action plans, including public outreach; and, oversees their successful and timely submission to HUD
- Prepares all required funding performance reports, including the federal Consolidated Annual Performance Evaluation Report (CAPER), as well as additional data analyzing effects of the use of funds to benefit residents in protected classes
- Organizes and administers the CDBG, HOME, ESG and HOPWA programs and the associated Integrated Disbursement and Information System (IDIS) activities
- Develops Request for Proposals (RFP) and Request for Qualifications (RFQ) for grant funded services
- Prepares memoranda and PowerPoint presentations to the City Council, Council Committees, and the Housing and Community Development Commission. Assists in answering questions at public meetings
- Monitors all grant fund uses to ensure compliance with agreements and makes recommendations for improved delivery of goods and services
- Oversees and provides direction on the preparation of grant agreements and risk-based monitoring plans
- Prepares an annual budget, controls and monitors expenses with the budget. Ensures funding uses and conditions align with grant requirements

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- Oversees execution of timely grantee monitoring according to monitoring plans, and issues corrective action directions as needed
- Provides technical assistance to grantees
- Prepares and maintains a variety of records, reports, and files related to assigned activities, and submits documents when appropriate
- Develops and assists teams to apply a racial equity tool for the grants program
- Assists in the collection and analysis of data to inform strategies and tactics for increased racial equity in grant programs. Directs overall program evaluations and the development of program changes
- Directs and participates in the auditing of the Grants Program by funders and internal auditors
- Provides continuous effort to improve operations, decrease turnout times, streamline work processes, and work cooperatively and jointly to provide quality customer service
- Submits proposals for obtaining funds from federal, State and private sources
- Hires, trains, evaluates and supervises a diverse staff
- Supports staff development and ensures all staff have development plans
- Directly supervises one Sr. Development Officer and one Development Officer; Indirectly supervises 9 Staff Analysts and one Staff Specialist
- Collaborates closely with the Homelessness Response Team on Requests for Proposal, grant origination, grant documentation, and monitoring of grantees
- Collaborates closely with the Policy and Planning Team on ideas for preparation of plans and funding priorities, advocacy regarding federal funding rules, neighborhood-focused investment strategies, and other policy and planning initiatives
- Coordinates and partners with a variety of City staff, departments, and nonprofits to coordinate programs and activities, address issues or concerns, administer grants, and share information regarding opportunities and priorities
- Oversees a variety of grant funded Community Development Initiative (CDI) projects such as improving access to City facilities, rehabilitation of non-profit facilities, and health and safety improvements to affordable housing
- Participates in various countywide coordination meetings to address the needs of low- and moderate-income residents
- Strengthens community partnerships and collaborates with community and/or other partners
- Presents at and attends community meetings, including those occurring in the evening, as needed
- Responds to public inquiries regarding grant programs

## THE IDEAL CANDIDATE

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal, and state rules and regulations. Demonstrates experience with analyzing and interpreting quantitative and qualitative information. Demonstrates experience managing a grant program. Thoroughly understands federal and State housing and community development laws and regulations including Community Development Block Grants, HOME Investment Partnership funds, Emergency Solutions Grants, HOPWA, and funding from other State and federal agencies.

Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's idea and thoughts.

Leadership – Leads by examples; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of the problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Social Awareness – Demonstrates the ability to read or sense other people's emotions and how they influence the situation of interest or concern; demonstrates empathy and organizational awareness.

Teamwork & Interpersonal Skills – Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

## Required Education, Experience and Licenses:

Bachelor's Degree from an accredited college or university with a major in architecture, planning, public or business administration or a related field AND five (5) years of professional analytic or professional administrative experience which includes at least two (2) years of progressively responsible experience in housing, development, or redevelopment. Additional related experience may be substituted for the education requirement on a year-for-year basis.

## Employment Eligibility:

Federal law requires all employees to provide verification of their eligibility to work in this county. Please be informed that the City of San José will NOT sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employee application.

## SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to the Job Specific Questions. Only candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/written exercise.

## COMPENSATION & BENEFITS

The annual salary range for this position is \$109,633 - 137,393. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in the Management classification receive approximately five percent (5%) ongoing non-pensionable compensation. The City also provides an array of benefits to its employees. For details visit the City's benefits website: <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>

## HOW TO APPLY

**Apply immediately** at [www.alliancerc.com](http://www.alliancerc.com) for priority consideration. Applications will be reviewed as they are received. For questions and inquiries, please contact: Cindy Krebs, [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com), or Sherrill Uyeda, [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com).

Per the City's [COVID19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022, to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that an employee is not only "fully vaccinated," but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible, within 15 days of first becoming eligible.

### ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440  
La Palma, CA 90623

Telephone: (562) 901-0769

Successful completion of a thorough background investigation prior to employment is required. The City of San José is an equal opportunity employer encouraging workforce diversity.

## THE CITY OF SAN JOSÉ

The City of San José, Capital of Silicon Valley, is one of the nation's best-managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government, and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration. The City's Housing Department is seeking an individual whose values align with the values of the City's employees.

San José is a full-service Charter City and operates under a Council-Manager form of government. City operations are supported by 6,544 positions and a total budget of \$5.1 billion (for the 2021-2022 fiscal year). Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).