

EMERGENCY EMPLOYMENT OPPORTUNITY

COMMUNITY HOUSING PROGRAMS MANAGER

LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT

The Los Angeles Housing + Community Investment Department is seeking candidates for one (1) Community Housing Programs Manager position, Class Code 8500, to be filled on an emergency appointment basis. This position is located in the Housing Development Bureau ("HDB" or "Bureau") and will be responsible for coordinating broad policy and special initiatives, extra-departmental affairs, and program augmentation / improvement activities. The salary range for this position is \$98,950 to \$148,665 annually.

The responsibilities for this Community Housing Programs Manager position are as follows:

- With guidance from the HDB Assistant General Manager and in alignment with HDB's goals and divisional work plans, develops new policies, program initiatives, and operational enhancements to further the core work of the Bureau.
- Assists the HDB Directors in the implementation of one-time assignments or new programs, as well as work with the Directors on an on-going basis to identify program delivery gaps and opportunities to improve efficiency.
- Coordinates with the Housing Strategies Director and the HCIDLA Policy Director to formulate new housing development policies and identify new opportunities to create programs in support of HDB's core mission.
- Coordinates cross-divisional and intra-departmental initiatives as required by the HCIDLA General Manager and the HDB Assistant General Manager.
- Coordinates with partner organizations such as the Southern California Association for Non-Profit Housing (SCANPH) to develop affordable housing policy and identify barriers and solutions related to the development of affordable housing.
- Develops and maintain relationships and coordinates with other governmental organizations such as the City Planning Department (DCP) and Department of Building Safety for entitlement expediting, the Bureau of Contract Administration for construction-related monitoring and processes, and the California Housing Finance Agency (CalHFA) for capital leveraging and/or joint program administration.
- Represents the HDB Assistant General Manager at meetings with City Officials or their representatives, and members of public or private agencies.
- Prepares and reviews comprehensive staff reports with analyses and recommendations in a timely manner for the Mayor and the City Council and its Committees.

REQUIREMENTS

Candidates for this position must meet the following requirements:

1. Four years of full-time paid housing rehabilitation or production experience supervising employees administering a public or private housing rehabilitation, housing production, real estate or real estate financing program relating to community based housing programs; or
2. Four years of full-time paid professional experience in a class at least at the level of Rehabilitation Project Coordinator or Finance & Development Officer with the City of Los Angeles that provides the type of experience specified in Requirement 1.

KNOWLEDGE AND ABILITY

Desirable candidates should also have the following knowledge and abilities:

Knowledge of:

- Public policy and governmental program principles and responsibilities;
- The theory, principles, and practices of housing rehabilitation or production and subsidized rehabilitation or production programs;
- Federal, state, and local laws and regulations governing housing rehabilitation or production and subsidized rehabilitation or production programs;
- The major principles, practices, and techniques of budgeting, personnel administration, organization and management;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques for complex and multi-layered task coordination with multiple and diverse professionals, work units, and agencies;
- Techniques of training, instructing, and evaluating subordinates' work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling; and
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.

Ability to:

- Plan, coordinate, direct, and review the activities of a large group of professional and technical employees engaged in administrative, financial, and construction activities;
- Organize and manage technical and financial resources to achieve maximum efficiency and production;
- Think creatively and strategically in furtherance of program goals and the mission of the Bureau;
- Coordinate, at the community level, programs associated with housing rehabilitation or production activities;
- Explain program procedures and objectives to appropriate private and public agencies, organizations, and individuals;
- Prepare and present oral and written reports and recommendations of a budgetary, technical, or evaluative nature, clearly, concisely, logically, and convincingly;

- Train and evaluate subordinate personnel and the ability to deal tactfully and effectively with representatives of governmental or community organizations, financial institutions, City officials, and the public; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

SELECTION PROCESS

The selection process will include an oral interview, and may include a written exercise, to determine the most qualified candidate for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

TO APPLY

Interested applicants must submit a completed City of Los Angeles Application form and a résumé (ATTN: Community Housing Programs Manager) to the following email address: HCIDLA.PersRecUnit@lacity.org or to HCIDLA's Personnel Unit located at 1200 W. 7th St., 9th Floor, Los Angeles, CA 90017 no later than **12:00 p.m. on Thursday, April 12, 2018.**

NOTE: The City of Los Angeles' Application form can be downloaded from the Personnel Department's website: <http://per.lacity.org/appform.htm>

Please note that this emergency appointment is a temporary appointment and is contingent upon approval by the City of Los Angeles' Personnel Department. The permanent appointment will be made upon the completion of the civil service examination process for Community Housing Programs Manager. The successful incumbent for this emergency appointment position will be required to take the examination and obtain a high enough score on the eligibility list in order to be selected for the permanent appointment.

If you have any questions, please contact the Los Angeles Housing + Community Investment Department Personnel Unit at (213) 808-8804.

AP: jw