



**CITY OF OAKLAND**  
**invites applications for the position of:**  
**Deputy Director of Housing**

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**SALARY:** \$13,442.68 - \$16,505.89 Monthly  
\$161,312.16 - \$198,070.68 Annually

**OPENING DATE:** 06/04/21

**CLOSING DATE:** 06/17/21 11:59 PM

**THE POSITION:**

**PLEASE NOTE:**

***Due to current events and the statewide shelter-in-place order, all dates and locations are tentative. Applicants will be notified as further information becomes available. Applicants should also check their email on a regular basis for updates.***

The Department of Housing and Community Development is dedicated to improving Oakland's neighborhoods and to making sure all Oaklanders have safe and affordable housing.

The Deputy Director of Housing has operational responsibility to manage and direct the various activities of the Housing and Community Development Division. The position reports to the Director of Housing & Community Development and will have extensive interaction and a high level of visibility with the Mayor, Council, and numerous community leaders while aggressively pursuing City goals related to housing. As the City's second housing executive and content expert, the successful candidate will have solid technical expertise in the areas of low-to-moderate and market-rate housing programs.

The ideal candidate will be a hands-on, creative self-initiator with a strong business orientation and the ability to implement effective operational systems and workflows. In addition, the candidate will be politically and organizationally astute with the ability to relate to community concerns, issues, and interests. Expertise in economic, housing, and/or neighborhood development along with excellent business and finance skills will be critical attributes for success in this role.

**Oakland, California:** Located between the San Francisco Bay and the California coastal mountains, and just north of Silicon Valley, Oakland is a thriving and vibrant community of 420,000 people with a lively urban-suburban mix that includes a dense downtown, a range of residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland waterfront. Oakland was recently featured in Forbes Magazine's 2016 list of "America's Fastest Growing Cities." The City of Oakland has a rich history and expanding local economy. It also has one of the nation's most diverse cultures, including residents speaking nearly 125 different languages and dialects. Its moderate Bay Area climate, combined with a wide variety of arts, entertainment, recreational and educational amenities, make Oakland a thriving city that offers a great place to begin and grow your career. The City of Oakland is committed to the wellbeing of its employees and offers comprehensive health and wellness coverage and many other benefits - go to the Benefits tab for more information.

**This is an at-will position, exempt from the provisions of the City of Oakland Civil Service Rules per Charter Section 902.**

\* Click on the link below to see a video on what it's like to work for the City of Oakland!  
**[Working for the City of Oakland](#)**

## **EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to the following:*

- Plan, organize, manage and direct comprehensive housing and development programs.
- Plan, direct, coordinate and monitor housing and development activities and services.
- Coordinate, plan, direct and monitor a wide variety of housing development projects.
- Plan, organize, coordinate and manage program schedules and budgets.
- Develop and implement goals, objectives, policies, procedures and work standards for the division.
- Develop management systems and procedures for program evaluation.
- Coordinate division activities with other divisions, departments, outside agencies and contractors.
- Represent the City and department to concerned groups and individuals.
- Direct the preparation of a variety of complex studies and reports relating to housing development and urban planning; develop and present reports and proposals.
- Direct the preparation and administration of the division budget.
- Prepare or review reports for the Director, City Administrator, City Council or commissions.
- Work closely with Council and other public and private groups to explain or coordinate plans for proposed projects and to respond to their concerns; and monitor developments related to the Housing and Community Development Department and other divisions, evaluate their impact on City operations and implement policy and procedure improvements.

## **MINIMUM REQUIREMENTS FOR APPLICATION:**

*The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.*

### **Education:**

A Bachelor's degree from an accredited college or university in with major coursework in urban or city planning, real estate, business or public administration, or a closely related field.

### **Experience:**

Eight (8) years of experience in housing and/or development, five (5) years of which must be in a managerial role.

### **License or Certificate / Other Requirements:**

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Finance and housing development.
- Expertise in economic, housing and/or neighborhood development.
- Principles and practices of budget development and administration.
- Principles and practices of housing development, urban and/or city planning.
- Financial planning, business and/or public administration.
- Legal guidelines for public housing and urban development.
- Methods, materials and equipment used in housing and urban development.
- Principles and practices of contract administration and project management and evaluation.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.

- Computer systems and applications.

**Ability to:**

- Manage and direct a large, comprehensive housing and community development program.
- Select and evaluate staff and provide for their training and professional development.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Implement effective operational systems and workflows; analyze complex technical and administrative problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Manage and coordinate multiple concurrent projects; develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Communicate effectively orally and to prepare clear and concise reports, correspondence and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**SUPPLEMENTAL INFORMATION:**

**All applications received will be forwarded to the Department of Housing and Community Development for further consideration.**

**How to Apply**

Submit an employment application, cover letter and current resume prior to the closing time of the job announcement. Allow sufficient time to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at <https://www.governmentjobs.com/careers/oaklandca>

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.). **Due to current events and the statewide shelter-in-place order, City facilities may be closed to the public.**

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time Monday - Friday.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

**Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration.**

**The City of Oakland is an EEO/ADA Employer.**

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ADVISORIES

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

**Exam Access Accommodation:** In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www.oaklandca.gov/>

150 Frank H. Ogawa Plaza - 2nd Floor  
Oakland, CA 94612  
(510) 238-3112

[lwright@oaklandca.gov](mailto:lwright@oaklandca.gov)

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Position #21-EM140-06  
DEPUTY DIRECTOR OF HOUSING  
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