

SENIOR DEVELOPMENT OFFICER - AFFORDABLE HOUSING

City of San José, CA





THE CITY OF SAN JOSÉ

The City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city, third largest in the State, and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by The Tech Interactive, the San José Museum of Art, and many local galleries and venues. The City is served by 15 of the 32 public school districts in the County, and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the City include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in the United States. More than 40% of the workforce has a bachelor's degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League San José Sharks.

City operations are supported by 6,544 positions and a total budget of \$4.137 billion (for the 2020-2021 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

THE HOUSING DEPARTMENT

The City of San José Housing Department is a leader in the development of affordable housing. Its mission is to strengthen and revitalize the community through housing and neighborhood investment. The Housing Department provides loans for the development of affordable housing and manages a portfolio of over 17,000 housing units with a total value that exceeds \$700 million. Over the next five years, the City Council has a goal of creating 25,000 housing units, 10,000 of which will be affordable.

The Housing Department has an operating budget of approximately \$17.5 million and 91 employees. The culture in the department is innovative and collaborative. Employees share a strong sense of team spirit and are committed to improving people's lives by creating a more inclusive, equitable San José.

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THE POSITION

The Senior Development Officer will be assigned to the Multifamily Project Development Program and will manage all phases of affordable housing lending. The position will oversee the activities and programs within the Affordable Housing Production Division. The Senior Development Officer reports to a Housing, Planning and Policy Administrator.

The incumbent will be responsible for reviewing the structure of financing proposals for new multi-family construction and the preservation of affordable housing. Tasks will include, but not be limited to:

- Working with affordable housing developers and community groups to proactively manage affordable housing projects from the earliest stages through completion
- Underwriting loans for the production, rehabilitation and preservation of affordable rental housing with tax credit and/or tax-exempt bond financing, with a focus on determining feasibility and effect on the City's repayments, risks and policy objectives;
- Reviewing financial statements and pro formas for feasibility
- Managing Development Officers and support staff

THE IDEAL CANDIDATE

The ideal candidate for this position has extensive experience at a management level in banking, lending or real estate development with strong underwriting, loan servicing and regulatory compliance background. They have experience with affordable housing principles and policies and state and federal governmental lending in support of affordable housing development. They are familiar with the principles and processes of loan underwriting for the production, rehabilitation and preservation of affordable multi-family rental properties and single-family properties as well as the California Redevelopment law on affordable housing, and inclusionary policies and procedures.

The best-qualified candidate has excellent oral and written communication skills and the ability to establish positive working relationships with outside organizations, City staff, and key stakeholders. This person is a skilled multitasker with the ability to organize and manage multiple projects and processes in a high-pressure environment to ensure that deadlines are met. They have the ability to carry out detailed analytical assignments and make sound judgments and recommendations. They are adept at presenting complex information to a range of audiences in terms that are easily understood by all.

The successful candidate will be a team player who is comfortable working in a diverse environment. Their values will align with the City of San Jose's values of: Integrity, Innovation, Excellence, Collaboration, Respect, Celebration and Diversity.

QUALITIES

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history.

- **JOB EXPERTISE:** Knowledge of affordable housing principles, policies and government lending in support of affordable housing development; experience implementing the complex requirements of all phases of an affordable housing lending program.
- **DECISION MAKING:** Identifies and understands issues, competing interests, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- **COMMUNICATION:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays open-ness to other people's ideas and thoughts.
- **SUPERVISOR:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- **COLLABORATION:** Develops networks and builds alliances; engages in cross-functional activities.
- **TEAMWORK & INTERPERSONAL SKILLS:** Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- **DECISION MAKING:** Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- **MEETING ETHICAL STANDARDS:** When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.

Required Education, Experience and Licenses:

Completion of a Bachelor's Degree from an accredited college or university in Planning, Housing, Geography, Economics, Business Administration, Public Administration, Political Science, Sociology or related field and five (5) years of increasingly responsible professional level, directly related work experience, including two (2) years of supervisory or development project lead experience.

Previous experience working in a large, complex government agency will be an asset but is not required.

A valid California driver's license may be required.

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.

COMPENSATION & BENEFITS

The annual salary range for this position is \$107,868.80 - \$131,372.80. 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, including:

- Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option
- Health Insurance – The City contributes 85% towards the premium of the lowest cost nondeductible HMO plan; there are several options
- Dental Insurance – The City contributes 100% of the premium of the lowest priced plan for dental coverage
- Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service; Executive Leave of 40 hours is granted annually; Sick Leave is accrued at the rate of 8 hours per month
- Holidays – The City observes 14 paid holidays annually
- Deferred Compensation – the City offers an optional 457 Plan
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs
- Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional
- Employee Assistance Program – The City provides a comprehensive range of services through the EAP

For more information on employee benefits, 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 for priority consideration. Applications will be reviewed as they are received. For questions and inquiries, please contact: Cindy Krebs, ckrebs@alliancerc.com, or Sherrill Uyeda, suyeda@alliancerc.com.

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SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume and responses to the Job Specific Questions. Only the 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.

You will be prompted to answer the following job-specific questions in the online application process:

1. Have you completed a Bachelor's Degree from an accredited college or university in Planning, Housing, Geography, Economics, Business Administration, Public Administration, Political Science, Sociology or related field? If yes, please indicate the college or university and the field in which you obtained your degree.
2. Do you have five (5) years of directly related work experience? If yes, please describe your work experience in implementing and/or managing a housing-related program. Detail where you obtained your experience and the duration in which you performed these duties.
3. Do you have work experience with managing affordable housing production programs? If so please describe your experience working with affordable housing development, loan underwriting, and financing.
4. Do you have experience collaborating with multiple stakeholders in support of the development of affordable housing? If so, please describe your experience.
5. Do have two (2) years of supervisory or development lead project experience? If so, please describe your experience and the number of direct reports and their classification(s).

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.