



City of Mountain View

Now accepting applications for:
SENIOR HOUSING OFFICER

The annual salary range is
\$122,979- \$184,468 with a control point of
\$153,723.

Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving.

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments but are ideals we strive to achieve in everything we do.

“The City of Mountain View is an excellent place to work if you want to make a positive impact in the community. We work on exciting projects, are motivated by the organization’s values, and collaborate with exceptionally capable and professional colleagues.”

—Wayne Chen, Housing Director

What’s the Role?

We’re looking for an **innovative, self-motivated, astute, and experienced professional** to take on the role of **Senior Housing Officer**. You will join a **fast-paced, dynamic** team environment, working on a wide range of complex affordable housing development projects, policies, and programs within the City’s Housing Department. This position receives direction from the Affordable Housing Manager, may exercise direct supervision over other assigned office support staff, and builds relationships throughout the organization. If you are looking to make a measurable impact in the community, this position is for you! Review our detailed job description [here](#).

The Essentials

Senior Housing Officer

- A bachelor’s degree from an accredited college or university with a degree in public policy, planning, public or business administration, or a closely related field.
- Five years of increasingly responsible experience in Community Development Block Grant (CDBG) Program or HOME Investment Partnerships Program, affordable housing project management, housing public policy/administration, urban planning, or rent stabilization or tenant-landlord programs, including three years of performing increasingly responsible project management functions.
- Possession of a valid California Class C driver’s license by date of appointment.

Bonus Points:

- A master’s degree from an accredited college or university with a degree in public policy, planning, public or business administration, or a closely related field.

What You’ll Do

- Along with the other Senior Housing Officer, lead the City’s affordable housing finance and development program, including but not limited to:
 - Advance the City’s robust affordable housing project pipeline throughout the Notice of Funding Availability (NOFA) and project review/entitlement process, working in close coordination with other City staff.
 - Manage the Request for Qualifications/Proposals and developer selection process for City-owned sites for affordable housing.
 - Monitor and track the City’s affordable housing fund revenues and proactively identify new resources/opportunities.
 - Develop and implement internal/external process and procedures for the affordable housing finance and development program.
- Assist in the development of affordable housing policies, programs, and plans, as needed, in coordination with other City staff, including an asset management system.
- Work with other government and private agencies to secure funding for and utilize funding as appropriate to finance affordable housing projects/development.
- Monitor, research, and analyze proposed legislation and regulations applicable to projects and program areas related to housing.
- Provide coaching/mentorship to more junior Housing staff and support programs led by other division staff as needed.

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<https://www.linkedin.com/company/city-of-mountain-view/>



City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **September 1, 2023, 5:00 pm PST**. This recruitment may close at any time.

Are We a Match?

- You are an innovative doer and creative thinker who welcomes challenges, is calm under pressure, and resourceful.
- You seek to clearly understand the underlying issues and come up with responsive solutions, options, and alternatives.
- You ask questions and know when to seek support from your supervisor.
- You are a detail-oriented individual who can develop comprehensive, detailed, and effective programs, processes, and procedures that make sense and are easy to use.
- You think through issues, connect the dots, and see the big picture.
- You are adept at quickly and effectively learning new tasks.
- You thrive in a team-oriented, results-driven, challenging, and fast-paced environment while also being able to work independently.
- You have superb organizational, customer service, and communication skills, and are skilled in managing staff as well as forming effective working relationships with other leaders.
- You find it extremely rewarding to work on a variety of complex projects; utilizing your sharp analytical ability and written communication skills.
- You are highly capable of juggling multiple priorities with proven results and have effective time management skills.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Pilot Program with up to 8 weeks paid leave.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds (\$1,000 annually)
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.