

**CLASS SPECIFICATION**  
**Housing Finance & Development Manager**  
**Code Number:**

**GENERAL PURPOSE**

Under policy direction, plans, organizes, manages, directs and integrates the Commission's affordable housing project funding, development, housing rehabilitation and program funding activities according to applicable law, regulations, policy and procedure and to meet agency goals, priorities and Core Values regarding customer/client service; provides expert professional assistance and guidance to Commission management and Board on development, acquisition, financing, and housing rehabilitation of affordable housing units and related programs in the City of San Diego; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for organizing, directing and managing the creation of new—and the servicing of existing—affordable housing units in San Diego. The incumbent is accountable for providing managerial guidance and leadership to project management, program analyst, financial specialist, and construction specialist staff engaged in administering, supporting and stewarding housing projects, programs and grants. The incumbent is accountable for ensuring housing project development, rehabilitation, and housing program administration activities are delivered in a manner that makes optimal use of available resources in serving the community while instilling a quality service delivery philosophy throughout the department. The incumbent is also responsible for the design and evaluation of specialized low-income home ownership, affordable housing and supportive housing programs to carry out key elements of the Commission's housing strategies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, controls, integrates and evaluates the work of the Commission's Housing Finance and Development Department; with staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the section's mission and assigned priorities; supervises and participates in development of and monitors performance against the annual section budget; manages, directs and participates in the development, implementation and evaluation of plans, policies, processes, systems and procedures to achieve annual goals, objectives and work standards; with staff, establishes activity measures and measurements of accountability for the section; prepares board reports and makes presentations before the Housing Commission and Housing Authority.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance

improvement and development; within Commission policy, provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the section's and the Commission's mission, objectives and Core Values.

Develops, implements and oversees comprehensive affordable housing development, acquisition, rehabilitation and financing policies, guidelines and procedures, consistent with local, state and federal requirements and sound professional program management principles and practices; confers with and coordinates the implementation of various housing projects and programs with managers across the organization; provides expert advice to managers and staff on multiple aspects of the Commission's various housing projects, some of which involve sensitive community issues and local political priorities.

Plans, directs, integrates and evaluates the underwriting, administration and funding of loans to non-profit and for-profit housing unit developers; directs the feasibility analysis of existing and potential future Commission-owned property; oversees the management and fiduciary integrity of the Commission's bond financing programs and existing bond portfolio.

Directs and evaluates the administration of CDBG housing projects and the San Diego Housing Partnership Corporation activities.

Manages Housing Trust Fund (HTF) programs such as rental housing development, special needs housing, transitional housing, single-family and mobile home rehabilitation, first-time homebuyer assistance and initiatives to expand competency and capacity among nonprofit agencies involved in housing.

Assures quality control of approved housing projects from approval stage until completion of the project; conducts ongoing reviews of all active projects in the section; reviews and comments on staff reports prepared for the Loan Committee, Housing Commission, Housing Authority and other entities; meets with developers and contractors on specific housing projects.

Directs, manages and reviews the work of specialists responsible for coordinating and inspecting the work of architects, engineers, contractors, and others engaged in the rehabilitation of Commission- and privately-owned multiple- and single-family housing.

Monitors developments related to the rehabilitation of multiple- and single-family housing and evaluates their impact on Commission operations and programs; recommends policy and procedural improvements.

Provides management stewardship for the HOME Investment Partnership Program; oversees program design, planning and monitoring activities.

Monitors developments in areas of responsibility; analyzes regulations, including land use regulations, and implements policy and procedure changes; directs or conducts research and analysis of affordable

housing and associated program needs; recommends appropriate organizational responses and implements programs.

## **OTHER DUTIES**

May act for the Director in that individual's absence.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Federal, state and local affordable housing programs and their funding sources; Commission administrative regulations, policies and procedures, and applicable law and regulations governing operations and administration of section projects, programs and functions; principles of land use and real estate development; financial feasibility analytical techniques; principles and practices of public administration, including budgeting, purchasing and maintenance of public records; research methods and statistical analysis techniques; principles and practices of computer-based project management, project recordkeeping and bond portfolio management; principles and practices of sound business communication; principles and practices of effective management and employee motivation; trends and practices in affordable housing development, financing programs, and rehabilitation; Commission administrative regulations, personnel policies and Memoranda of Understanding.

### **Ability to:**

Analyze and make sound recommendations on complex housing project development, construction and financing issues; plan and direct multiple housing projects and programs; understand, interpret, explain and apply Commission, local, state and federal policy and regulation governing affordable housing and special needs housing programs; present proposals and recommendations clearly and logically in public meetings; represent the Commission effectively in dealings with other entities/partners on a variety of issues; evaluate housing programs and project management practices and make sound recommendations for improvement; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of management, nonprofit and for-profit developers, funding source representatives, governmental officials, employees, the public and others encountered in the course of work; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations, and in dealing with a highly diverse set of customers.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in management, finance, public administration, business administration or a closely related field; and at least eight years of progressively responsible experi-

ence in affordable housing project and program management, at least three of which were in a supervisory or management capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the Commission's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to sit; talk and hear, in person, in meetings and by telephone; and use hands to handle and operate standard office equipment. The employee is occasionally required to walk and stand.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under changing, intensive deadlines and interact with all levels of management, customers, governmental officials, employees, the public and others encountered in the course of work, some of whom may be dissatisfied, angry and/or abusive.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.