

San Diego Housing Commission

CLASS SPECIFICATION Policy and Planning Manager Code Number: _____

GENERAL PURPOSE

Under policy direction, plans, organizes, manages, and participates in the analysis of housing policy issues, development of policy alternatives and long-term plans and design and evaluation of specialized housing programs, in compliance with all applicable law, regulation, policy and procedure and to meet the agency's vision, mission and goals; provides expert professional assistance and guidance to Commission management and staff on affordable housing policy and development strategies and programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for planning, organizing, managing and participating in the analysis of housing public policy issues and strategies and in the development of short- and long-term approaches, plans and programs to expand the availability of affordable housing to meet City of San Diego legally mandated housing, economic and social strategy as reflected in its *Consolidated Plan* or other approved long-term plans.

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

Establishes performance requirements and personal development targets; provides day-to-day leadership and works with staff to ensure a work environment that supports achieving the section's and the Commission's vision, mission, goals, objectives and Core Values.

Develops, implements, administers and participates in housing policy research and analysis, legislative research and analysis and associated functions; oversees the administration of community development agreements; oversees the development and implementation of affordable housing strategies and approaches as provided for in the Consolidated Plan and Housing Element; oversees specialized housing programs and initiatives, consistent with local, state and federal requirements and sound professional program management principles and practices; coordinates the implementation of policies and practices in collaboration with other Commission managers; provides expert advice on a wide range of housing policy, program and legislative compliance issues, many of which involve sensitive business and community relations issues and local political priorities.

Oversees and participates in development of housing policy documents and reports; interacts with elected and appointed officials of the City of San Diego, community leaders and housing professionals/advocates to educate the public and community opinion leaders on affordable housing needs and delivery alternatives; conducts research, identifies affordable housing priorities and formulates long-term planning and implementation options; participates in the formation of public, private and community collaboratives to develop and pursue new affordable housing resources.

Manages and participates in the analysis of current and anticipated changes in housing policy and local, state and federal affordable housing mandates, regulations, policies, procedures, funding source program evaluation performance standards and similar matters; manages and participates in developing proposed changes to Commission programs, policies and procedures for review and implementation.

Monitors developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on Commission practices and operations; recommends policy and procedure changes consistent with requirements; directs or conducts research and analysis of affordable housing and associated program needs; recommends appropriate organizational responses and implements programs.

OTHER DUTIES

Leads and serves on Commission committees and task forces for the design, development and implementation of new programs.

Represents the Commission in meetings with community organizations, funding sources, other governmental agencies, housing advocates and practitioners and other organizations on community outreach, development of collaboratives, design of long-term affordable housing development strategies and other related matters.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles and practices of urban planning as they relate to the development of affordable housing strategies and policy alternatives; Commission administrative regulations, policies and

procedures and applicable law and regulations governing the development and implementation of affordable housing strategy and programs; practices and techniques in building community collaboratives; methods and procedures for establishing and monitoring compliance with funding source program and financial performance requirements and budgets; dispute resolution and mediation techniques applicable to areas of assigned responsibility; 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 program management and tracking systems; principles and practices of sound business communication; grant writing methods, practices and techniques; organization and functions of a public board; trends and practices in affordable housing and economic development programs; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective management and supervision.

Ability to:

Analyze and make sound recommendations on complex program management, operational, legislative and regulatory compliance issues; understand, interpret, explain and apply Commission, local, state and federal policy, law, regulation and court decisions governing the Commission's affordable housing and special needs housing programs; present proposals and recommendations clearly and logically in public meetings; represent the Commission effectively in negotiations and other dealings with funding source officials and collaboration partners on a variety of issues; evaluate program management and operational 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, funding source representatives, representatives of public, private and community collaboration partners, other governmental officials, housing professionals and advocates, 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 with a highly diverse client and customer group.

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 public or business administration, planning, social work, or a closely related field; and at least eight years of progressively responsible housing policy analysis and program development experience, at least three of which were in a supervisory or program management capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license.

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 or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close 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 and develop innovative program designs; 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 intensive deadlines with changing priorities and interact with all levels of management, funding source representatives, representatives of public, private and community collaboration partners, other governmental officials, housing professionals and advocates, employees, the public and others encountered in the course of work.

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.

The employee works under typical office conditions, and the noise level is usually quiet.