



City of Berkeley

Housing Policy Specialist (Community Development Project Coordinator)

SALARY	\$50.92 - \$61.57 Hourly \$4,073.54 - \$4,925.22 Biweekly \$8,825.99 - \$10,671.32 Monthly \$105,911.94 - \$128,055.82 Annually	LOCATION	Berkeley, CA
JOB TYPE	Career	JOB NUMBER	2024-09-20730
DEPARTMENT	HHCS Health	DIVISION	Housing
OPENING DATE	09/30/2024	CLOSING DATE	11/4/2024 5:00 PM Pacific

BENEFITS OF WORKING FOR BERKELEY

[Berkeley, California](#) is a small city with a big reputation. At just ten square miles of land and seven square miles of water, Berkeley is famous around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, and home to over 50 parks, a top-ranked university, and the largest public marina in the San Francisco Bay. As an employer, the City of Berkeley offers all the benefits of a career in the public sector while fostering diversity, creativity, and innovation. Join a team of high-caliber, experienced staff with a shared mission of serving the Berkeley community and promoting an accessible, safe, healthy, environmentally-sound and culturally-rich city.

JOB OPPORTUNITY

The City of Berkeley is now accepting applications for a Housing Policy Specialist (Community Development Project Coordinator)! As a Housing Policy Specialist, you will play a key role in advancing innovative housing policies and regulatory initiatives to support the City's affordable housing programs. This position supports the development, implementation, and monitoring of affordable housing programs and policies, with a focus on current policy initiatives including inclusionary housing, social housing, affordable housing preferences, and first-time/BMR homebuyer programs.

You will serve as the staff liaison to the Housing Advisory Commission and represent the department at City Council and other civic meetings. This position will have the opportunity to build on the department's growing community engagement, with a focus on outreach and collaboration with City departments, housing developers, community land trusts, community-based organizations, and the Berkeley community. This position will also research and draft policy reports for the City Manager and City Council.

As part of the Housing and Community Services Division, you will contribute to a team that is committed to creating housing opportunities and promoting community wellness. The ideal candidate will thrive in a collaborative, creative, and mission-driven environment, with a strong focus on equity and innovation in housing policy.

The ideal candidate is a motivated and self-driven professional committed to addressing housing inequities in Berkeley. They have experience in public policy development, regulatory compliance, and project management, with a strong understanding of local and state affordable housing policies.

Excellent communication, analytical, and organizational skills, and the ability to engage diverse stakeholders and foster partnerships are essential. Experience in community outreach is a plus. A collaborative mindset, creativity in problem-solving, and the ability to work both independently and as part of a team are key for success.

A commitment to equity, inclusion, and innovative housing solutions is crucial to thrive in this role.

Apply at: <https://www.governmentjobs.com/careers/berkeley/jobs/3652683/community-development-project-coordinator>

MINIMUM QUALIFICATIONS

A typical way of gaining the knowledge, skills, and abilities for this position is:

Equivalent to graduation from a four-year college with major coursework in business, planning, or public administration or a closely related field and four (4) years of professional project management experience in community development, such as housing, economic development, public works, or planning. Lead and/or supervisory experience is desirable.

A master's degree in a related program is desirable and can be substituted for one (1) year of the required experience.

Must be able to attend evening meetings. A valid California driver's license is desirable.

APPLICATION PROCESS

The internal title for this position is Community Development Project Coordinator. Submit your application at: <https://www.governmentjobs.com/careers/berkeley/jobs/3652683/community-development-project-coordinator>

PRE-EMPLOYMENT PROCESS

Candidates under final consideration for employment with the City will undergo an employment background/reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, other credentials, credit check, criminal history check, and Live Scan fingerprinting.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER

The City of Berkeley is an Equal Employment Opportunity (EEO) employer. All employment actions shall be administered regardless of race, color, national origin, ancestry, religion, age, physical or mental disability or medical condition, sex, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, pregnancy, political affiliation, veterans' status, or any other status protected under federal, state, or local law.

DISASTER SERVICE WORKER

All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.

Agency

City of Berkeley

Address

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, California, 94704

Phone

(510) 981-6800

Website

<https://berkeleyca.gov/your-government/jobs>