

CITY OF SOUTH SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

Applications are being accepted for the position of:

# ***Housing Manager***

City of South San Francisco • Human Resources Department • 650.877.8522 • [www.ssf.net](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | FRIDAY, FEBRUARY 28, 2025 AT 5:00 P.M.**  
**For detailed information and to apply online, go to: [www.calopps.org](http://www.calopps.org)**

**SALARY RANGE:** \$160,035.00 to \$194,521.00 annually



The Department of Economic and Community Development includes four dynamic divisions that together are responsible for the preservation and improvement of the physical and economic conditions of the South San Francisco community. The Housing Division administers the City's affordable housing funds, monitors existing affordable units, develops housing policy and assists with Housing Element implementation, and oversees the City's Community Development Block Grant program.

**IDEAL CANDIDATE** | Under the direction of the Economic and Community Development Director or Deputy Director, the Housing Manager directs and coordinates the Housing Division and plans, organizes, manages, and directs the review and implementation of the City's housing programs and projects.

The ideal Housing Manager is a dynamic individual with strong leadership and organizational skills. The ideal candidate will exercise a high degree of judgment and discretion along with political acumen and an understanding of the needs of the community. They will also be a strategic and creative thinker with the ability to pursue new projects and programs from vision to implementation. The ideal candidate will also understand state housing law and housing element implementation.

**SELECTION PROCESS** | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume and cover letter *must* be included but *do not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **the week of March 17, 2025**.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.

**QUALIFICATIONS** | *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:** Five years of progressively more responsible experience in housing program development and implementation, with at least two years in a supervisory capacity.

**Training:** Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration, economics, or a related field.

**This position currently observes a hybrid work model: Up to two days per week of remote work schedule, including some in-person and virtual meetings.**

## **HOW TO APPLY:**

**FINAL FILING DATE IS FEB 28, 2025 AT 5:00 P.M.**

Complete online application form and supplemental questionnaire at:

<https://www.calopps.org/city-of-south-san-francisco>