

City of Santa Monica

Affordable Housing Development Administrator

SALARY	\$60.75 - \$75.00 Hourly \$4,860.00 - \$6,000.00 Biweekly \$10,530.00 - \$13,000.00 Monthly \$126,360.00 - \$156,000.00 Annually	LOCATION	City of Santa Monica, CA
JOB TYPE	Full-Time Regular	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	251036-01	DEPARTMENT	Housing and Human Services
DIVISION	HHS - Housing	OPENING DATE	03/17/2025

Job Summary

Performs complex administrative duties and supervises staff responsible for programs and projects designed to stimulate the production and preservation of affordable housing. Formulates, interprets, and applies housing policies and procedures. Prepares and monitors the unit's annual budget.

This recruitment shall remain open until filled.

Representative Duties

Plans, organizes, administers, and coordinates programs and projects for the production, financing and preservation of affordable housing.

Supervises and provides guidance and direction to staff on policy and development projects. Makes work assignments. Leads staff meetings. Participates in the selection of staff. Trains and mentors staff. Prepares performance evaluations, reviews employee time cards, and approves vacation schedules and sick leave.

Confers with the Housing Manager regarding policy, management and financial concerns of the Housing Production and Preservation Unit.

Analyzes, formulates and implements policies and administrative regulations. Establishes and applies criteria for the funding of housing programs and projects.

Develops, coordinates and implements underwriting policies and practices. Establishes and implements underwriting criteria and guidelines. Formulates and implements trust fund guidelines.

Facilitates and negotiates loan agreements and other contracts with public, non-profit and/or private developers.

Reviews and approves a wide variety of funding requests. Develops, issues and monitors funding commitments. Develops and implements financial strategies to fund desired projects and programs.

Prepares and monitors the unit budget. Formulates goals, objectives, performance measures and expenditures for the unit budget.

Serves as liaison to the Housing Commission. Represents the City on various task forces and committees. Makes public presentations and attends and participates in a variety of meetings.

Prepares reports including staff reports for the Housing Commission and City Council on policy and project matters.

Reviews and edits written materials including draft reports, correspondence, loan documents and staff reports.

Serves as a liaison and facilitates communication between staff and other City departments; local, state and federal agencies; community groups; and non-profit organizations.

Plans and conducts administrative studies and related research including feasibility studies, needs assessments and program evaluations.

Monitors federal, state and local legislative and regulatory changes that may affect housing programs. Makes recommendations to management regarding state and federal legislation and makes adjustments to relevant programs and projects.

Performs related duties, as assigned.

Requirements

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles and practices of real estate finance and development, and inclusionary housing programs

Federal, state and local housing finance programs and regulations

State housing law

National, State and County affordable housing development and/or homelessness prevention programs

Models of homelessness prevention programs and/or affordable housing development

Program planning, management and evaluation

Principles of zoning

Basic principles and practices of federal and state environmental compliance legislation

Research techniques

Public and private funding sources and requirements

Budget development and management

Project and program management

Mathematics, statistics and finance for underwriting development projects

Management and leadership principles

Supervisory principles, practices and techniques

Ability to:

Plan, supervise and coordinate the activities of a unit

Prepare analytical and financial reports

Make accurate calculations and revenue estimates

Analyze underwriting requests and make sound funding decisions

Analyze problems, identify alternative solutions and make logical recommendations

Formulate, interpret and apply relevant public policies, laws and regulations

Develop and implement innovative programs and projects

Communicate effectively both orally and in writing

Work in a team-oriented collaborative environment

Establish and maintain effective and cooperative working relationships with a variety of individuals, including City employees, outside agencies, community groups, private businesses, developers and the general public

Analyze complex issues and synthesize cogent policy recommendations

Provide effective customer service

Work with persons from diverse social, cultural, and economic backgrounds as well as a variety of work styles, personalities, and approaches

Select, train and supervise staff

Skill in:

Management and leadership

Meeting and group facilitation

The use of computers and database, word processing and spreadsheet software applications

REQUIREMENTS

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree. Four years of recent, paid progressively responsible administrative experience as a project manager over real estate or affordable housing development projects. At least two years of the required work experience must have included supervisory responsibilities.

Licenses and Certificates:

Possession of a valid class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Supplemental Information

How to Apply:

Applicants must submit a clear, concise, completed on-line City Application along with any required supplemental application materials with the Human Resources Department by the filing deadline. If you do not submit your on-line application by the filing deadline, you will not be considered for this position. Please note, applications may be rejected if incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process.

If you would like for your education to be considered, you must attach a copy of your college level transcripts or diploma to your online application. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources Department no later than the filing deadline. Failure to do so may result in your application being evaluated without the education being considered.

Selection Process:

All applicants must submit clear, concise and complete information regarding your work history and qualifications for the position. All applicants will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Testing may consist of a combination of any of the following and is subject to change as needs dictate:

Training and Experience Evaluation

Writing Project

Oral Interview

If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

Background Investigation:

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

Inclusion & Diversity Statement

The City of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us!

Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only).

Please note the request for reasonable accommodations must be made to Human Resources at least three work days prior to the examination.

WORKING CONDITIONS:

Work is performed primarily indoors in a home or work office setting, in accordance with the City's Telework/Flexible Workplace Policy, with frequent interruptions, requiring frequent sitting for prolonged periods and use of a keyboard and screen. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and meetings. On occasion, work will be required in the evening and on weekends.

Employer

City of Santa Monica

Address

1685 Main Street, Room 101
P.O. Box 2200
Santa Monica, California, 90401

Phone

310-458-8697

Website

<https://www.santamonica.gov/departments/human-resources>

***QUESTION 1**

This position requires a bachelor's degree. Do you meet this requirement? If YES, you must attach a copy of your college-level transcripts or degree copy to your online application. Applicants who indicate receipt of college-level coursework from a foreign institution must provide United States credential equivalency verification along with a copy of your transcripts. All materials must be received in the Human Resources Department no later than close of business on the application closing date. Failure to do so will result in your application being disqualified.

Yes

No

***QUESTION 2**

Describe your professional work experience as a project manager over real estate or affordable housing development projects.

***QUESTION 3**

Describe in detail your experience in supervising staff, or leading and coordinating the work of others.

* Required Question