

# Housing and Community Development Specialist II/III - Asset Management (Open and Promotional)

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<b>Salary</b> ⓘ	\$99,840.00 - \$142,896.00 Annually	<b>Location</b> ⓘ	County of San Mateo, CA
<b>Job Type</b>	Regular	<b>Job Number</b>	R003T
<b>Department</b>	Department of Housing	<b>Opening Date</b>	06/05/2025
<b>Closing Date</b>	6/20/2025 11:59 PM Pacific	<b>Bargaining Unit</b>	05

## DESCRIPTION

## BENEFITS

## QUESTIONS

### Description

The Department of Housing is a catalyst for increasing access to high-quality affordable housing for households earning a variety of incomes, and supporting related community development activities, so that housing and robust services exist for people of all income levels and ages in San Mateo County. The Department consists of two divisions: Housing and Community Development (HCD) and the Housing Authority of the County of San Mateo.

The San Mateo County Department of Housing is looking for smart, committed professionals to join our team. If you are passionate about helping to solve one of the most critical issues facing communities across the country, the lack of safe, decent, affordable housing for all, including those who are the most vulnerable, we'd love to learn more about you. We are looking for candidates with experience in affordable housing development and/or finance or other aspects of community development. This is a fast-paced position with opportunities for learning new skills, working collaboratively with a dynamic team, and taking the lead on projects and programs. You would be joining a diverse team that works effectively together to achieve our shared vision to ensure that people of all income levels, ages, and abilities in San Mateo County have access to a place to call home.

HCD is recruiting for a **Housing and Community Development Specialist II/III** position. Reporting to the HCD Deputy Director of Real Estate Development and Asset

Management, the Housing and Community Development Specialist II/III positions will engage in a variety of functions aimed at increasing the supply of affordable housing throughout San Mateo County and forging partnerships to address critical housing needs. The open position is on the **Asset Management Team**.

The **ideal candidate** for this position has broad experience with real estate lending asset management, as well as specific experience managing affordable housing loans and assets in a public sector housing department, community development lending department at a financial institution, or asset management department for an affordable housing owner or developer. The ideal candidate will have experience responding to typical asset management requests from borrowers, other lenders, and government agencies. The ideal candidate will be able to develop and manage systems for documenting loan and sponsor health, including risk rating systems. The ideal candidate has experience reviewing typical affordable housing financial statements for the purpose of determining property performance and calculation of net cash flow and residual receipts.

### **Examples Of Duties**

**The Asset Management Team's HCD Specialist's programmatic support duties may include, but are not limited to:**

- Financial reviews of operating budget, capital improvement plans, and audited financial statements.
- Reviewing, calculating, and auditing cash flow analysis for portfolio assets.
- Preparing or providing oversight of loan interest calculations, loan balance audit confirmations, loan payoffs, and database maintenance.
- Assessing, invoicing, and collecting fees and payments owed to the County of San Mateo.
- Preparing annual risk rating assessments of the project loans.
- Ensuring invoices are issued to collect the net cash flow (residual receipt payments) due to the County.
- Collection of required project and operating documents from borrowers.
- Reviewing annual tenant income and rent information (rent rolls) submitted by project owners/managers to ensure compliance with applicable affordability and operating covenants.
- Verification of appropriate insurance coverage to ensure that the County's assets are protected.
- Reviewing management plans, management agreements, fair housing documents, and other operating documents to ensure they meet appropriate requirements.

### **Qualifications**

***Education and Experience:*** Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is:

**HCD Specialist II:** Two years of experience in construction administration, building inspection, real estate appraisal, community development project coordination, economic development,

or loan application preparation and processing.

**HCD Specialist III:** Three years of experience in a housing and community development program which has included responsibility for coordination of construction, financing, community development, or economic development projects.

***Knowledge of:***

- Federal and state housing and community development laws, regulations, and procedures.
- Principles and practices of public administration, community development, business development, and marketing.
- Economic development programs, agencies, and funding sources.
- Project planning, budgeting, scheduling, supervision, and monitoring.
- Techniques for monitoring compliance with regulatory agreements for low and moderate-income housing.
- Statistical methods and data collection, tabulation, and analysis.
- Programs for facilitating and subsidizing low and moderate housing, including financing and indirect subsidy mechanisms.
- Legislative process at local, state, and federal levels.
- Uniform building and construction codes, state and local housing regulations, and methods of enforcement.
- Techniques and methods of housing inspection and detecting health and safety hazards.
- Housing rehabilitation and remodeling practices and procedures.
- Construction specifications and cost estimating.
- General contracting principles.
- Home improvement financing and escrow procedures.

***Skill/Ability to:***

- Manage and coordinate complex projects and activities.
- Prepare grant applications and performance reports.
- Evaluate proposals, manage project schedules, monitor compliance, progress, and evaluate performance.
- Negotiate and write contracts.
- Interpret complex regulations and procedures.
- Research policies, analyze alternatives, and make concise recommendations.
- Identify problems and propose solutions.
- Express ideas effectively, orally and in writing.
- Compose and disseminate information to the community and general public through various media.
- Work effectively with the public and community groups.
- Make presentations to committees, special purpose groups, and the general public.
- Conduct meetings.
- Prepare and interpret construction specifications, architectural drawings, and construction contracts.

- Train and direct the activities of lower-level personnel.

## **Application/Examination**

**Open & Promotional. Anyone may apply.** Current County of San Mateo and County of San Mateo Superior Court of California employees with at least six months (1040 hours) of continuous service in a classified regular, probationary, or extra-help/limited term position prior to the final filing date will receive five points added to their final passing score.

The examination process will consist of an application screening (weight: pass/fail) based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview, which may include a pre-interview exercise (weight: 100%). Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations. *All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Mateo County, California, and applicants must participate at their own expense.*

**IMPORTANT: Applications for this position will only be accepted online.** If you are currently on the County's website, you may click the "**Apply**" button. If you are not on the County's website, please go to <https://jobs.smcgov.org> (<http://jobs.smcgov.org/>) to apply. Responses to the supplemental questions must be submitted in addition to our regular employment application form. A resume will not be accepted as a substitute for the required application materials. Online applications must be received by the Human Resources Department before midnight on the final filing date.

## **TENTATIVE RECRUITMENT SCHEDULE**

**Final Filing Date: Friday, June 20, 2025, 11:59 PM PST**

**Application Screening: June 23 - 27, 2025**

**Civil Service Panel Interview: July 15 and/or 16, 2025**

## **About the County**

San Mateo County is centrally located between San Francisco, San Jose, and the East Bay. With over 750,000 residents, San Mateo is one of the largest and most diverse counties in California and serves a multitude of culturally, ethnically, and linguistically diverse communities.

The County of San Mateo, as an employer, is committed to advancing equity to ensure that all employees are welcomed in a safe and inclusive environment. The County seeks to hire, support, and retain employees who reflect our diverse community. We encourage applicants with diverse backgrounds and lived experiences to apply. Eighty percent of employees surveyed stated that they would recommend the County as a great place to work.

**San Mateo County is an equal opportunity employer committed to fostering diversity, equity, and inclusion at all levels.**



# COUNTY OF SAN MATEO WORK WITH PURPOSE

**Analyst: Sedrick Dixon (06052025) (Housing and Community Development Specialist II/III  
- R002/R003)**

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**Employer**

County of San Mateo

**Address**

County of San Mateo Human Resources  
Department  
500 County Center, 4th Floor  
Redwood City, California, 94063-1663

**Phone**

(650) 363-4343

**Website**

<https://jobs.smcgov.org> (<https://jobs.smcgov.org>).