

Housing Policy and Planning Administrator - Housing Department

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Salary	\$138,628.10 - \$173,728.62 Annually	Location ⓘ	San Jose
Job Type	Full-Time	Job Number	202501378
DEPART	Housing	Opening Date	12/08/2025
Closing Date	1/7/2026 11:59 PM Pacific		

DESCRIPTION

BENEFITS

QUESTIONS

Our diverse and inclusive workforce of more than 7,000 employees play a key role in the success of San José, the heart of the Silicon Valley. All City of San José employees work together as one team to make San José a vibrant, innovative, and desirable place to live and work. Visit [here \(https://www.sanjoseca.gov/your-government/departments-offices/office-of-the-city-manager/one-team\)](https://www.sanjoseca.gov/your-government/departments-offices/office-of-the-city-manager/one-team) to learn more about our One Team Leadership Values and Expectations, including quality and excellent customer service and [here \(https://www.sjeconomy.com/why-san-jose\)](https://www.sjeconomy.com/why-san-jose) to learn more about San José.

The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at 408-535-1285, 711 (TTY), or via email at [CityCareers@sanjoseca.gov \(mailto:CityCareers@sanjoseca.gov\)](mailto:CityCareers@sanjoseca.gov).

About the Department

The City of San José Housing Department is a leader in the production of affordable housing. Its mission is to strengthen and to revitalize our community through housing and neighborhood investment. The Housing Department has an operating budget of approximately \$19 million annually and 110 employees. The Housing Department is committed to creating and supporting a diverse work environment with a staff that values inclusion.

Position Duties

The Housing Department is currently seeking to fill one (1) full-time Housing Policy and Planning Administrator vacancy.

The salary range for this classification is: \$138,628.10 - \$173,728.62.

This salary range includes an approximate five percent (5%) ongoing non-pensionable compensation. The actual salary shall be determined by the final candidates' qualifications and experience.

The City of San José is seeking a talented leader with strong organizational skills and significant experience as a housing professional to serve as a Housing Policy and Planning Administrator (HPPA) - Residential Development. This position will be instrumental in helping the Department create housing opportunities for all San Jose residents.

Reporting to the Division Manager or Deputy Director for Residential Development, the HPPA - Residential Development oversees the activities and programs of the Affordable Housing Production & Preservation team, Asset Management team (multifamily & single family), and Ordinances and Fees team (Commercial Linkage Fee, Inclusionary Housing Ordinance, etc.). The incumbent will manage a portfolio of over 19,000 affordable units; analyze the existing affordable housing portfolio; review the structure of financing proposals for new multi-family construction and the preservation of affordable housing; assist with affordable housing policy formation; responsible for lending and portfolio cashflow analysis and compliance; and be responsible for supervising staff and managing a program budget.

Essential job duties include:

- Working with affordable housing developers and community groups to proactively manage affordable housing projects from the earliest stages through completion;
- Underwriting loans for the production, rehabilitation and preservation of affordable rental housing with tax credit and/or tax-exempt bond financing;
- Reviewing financial statements and pro formas for feasibility;
- Reviewing audited financial statements, budgets, replacement reserve requests and management plans for ongoing compliance or strategic decision making;
- Working with market-rate housing developers to navigate Inclusionary Housing Ordinance (IHO) requirements and other applicable City and State regulations (including SB 330)
- Managing the Department's housing incentive programs;
- Evaluating and accessing the feasibility, effect, and impact of various financial events on the City's portfolio and policy objectives;
- Engaging in long-term strategic planning and team-building;
- Evaluating planned or existing Housing Department policies and actions with consideration of racial equity and diversity impacts;
- Managing a diverse staff of Senior Development Officers, Development Officers, and support staff.

Minimum Qualifications

Education: Bachelor's Degree from an accredited college or university in architecture, planning, public or business administration or related field.

Experience: Five (5) years of professional analytic or professional administrative experience which includes at least two (2) years of progressively responsible experience in housing, development, or redevelopment.

Acceptable Substitution: Additional related experience may be substituted for the education requirement on a year-for-year basis.

Required Licensing: Possession of a valid State of California driver's license.

Form 700 Requirement: This position requires a disclosure of outside investments, real property interest, income, and business positions. You must complete and file an "Assuming Office Form 700" with the City Clerk's Office within the first 30 days of employment with the office.

Other Qualifications

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history.

Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

Collaboration - Develops networks and builds alliances; engages in cross-functional activities.

Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome. Aware of trauma informed decision making and programmatic design principles to assist unhoused residents.

Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Selection Process:

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to all the job specific questions. You must answer all questions to be considered or your application may be deemed incomplete and withheld from further consideration. Applicants are expected to write their own essays/responses. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews.

If you have questions about the duties of these positions, the selection or hiring processes, please contact Ginger Quijano at Ginger.Quijano@sanjoseca.gov (<mailto:Ginger.Quijano@sanjoseca.gov>).

Additional Information:

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.

You must answer all job-specific questions to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applicants are expected to write their own essays/responses.

Please note that applications are currently **not** accepted through CalOpps or any other third party job board application system.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov (<mailto:CityCareers@sanjoseca.gov>) and we will research the status of your application.

AI and the Hiring Process

We recognize that Artificial Intelligence (AI) is becoming part of daily life and can be a valuable tool for learning, research, and professional growth. We encourage candidates to use AI responsibly as a support in preparing application materials, live assessments, and interviews. However, **we value authenticity, accuracy and truthfulness**. Application responses and interview answers must reflect your own knowledge, skills, and experiences. While AI can

supplement preparation, it cannot replace the originality and judgment we look for in our employees. This ensures **fairness, transparency, and equity** for all applicants in the hiring process.

Employer

City of San Jose

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San Jose, California, 95113

Phone

(408) 535-1285

Website

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