

County of San Mateo

Housing and Community Development Specialist II/III (Open and Promotional)

SALARY

\$50.40 - \$72.14 Hourly

\$104,832.00 - \$150,051.20 Annually

Description

The Department of Housing is seeking qualified applicants for the position of **Housing and Community Development Specialist II/III**.



COUNTY OF SAN MATEO
WORK WITH PURPOSE

NOW ACCEPTING APPLICATIONS!

Housing and Community Development Specialist II/III (Open and Promotional)

\$104,832 - \$150,051.20 Annually
Closing date is January 13, 2026

Apply online at jobs.smcgov.org

[Please click here to view the online brochure for a detailed description of this position and instructions on how to apply!](#)

NOTE: The eligible list generated from this recruitment may be used to fill future extra-help, term, unclassified, and regular classified vacancies.

**Housing and Community Development Specialist II/III (Open and Promotional)
Supplemental Questionnaire**

***QUESTION 1**

IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will provide additional information about your background and experience related to this position. This information will weigh heavily in the Application Screening process and will also be used in the selection process. This is a competitive process, so please answer the questions completely, paying attention to all parts of the multi-part questions. While being thorough and detailed, also be concise. Your strategic use of language will be considered. Neatness, clarity of expression, attention to detail, proper use of grammar, and the ability to follow instructions will also be considered in the evaluation process. A resume will not be accepted as a substitute for your responses to these questions.

I have read and understand these instructions.

***QUESTION 2**

Please explain how your education and experience have prepared you to undertake the responsibilities of the Housing and Community Development Specialist position. In particular, focus on any actual or related experience you have with respect to community development, contract management, financial analysis, real estate development and/or financing. Including preparation of or review of project development budgets, financing plans, and operating pro formas to determine the feasibility of an affordable housing project and/or financial analysis, budget, and scope of work for the provision of services related to meeting the needs of underserved and/or special needs populations.

***QUESTION 3**

What is your experience in working with public funding from local, state, and/or federal sources? Be specific about the funding program(s) you are familiar with and how you have used or managed public funds from local, state, and/or federal sources in your past employment.

***QUESTION 4**

What tools and strategies do you use to manage your workload when you have several competing priorities and deadlines? Give specific examples.

* Required Question