

Housing Authority of the County of San Mateo

Rental Programs Manager

\$147,997 - \$185,010

(this is the current salary range, will increase again by the time the candidate starts)

SAN MATEO COUNTY

San Mateo County provides a picturesque setting, combined with an incredible array of activities which truly represent the California lifestyle at its finest. Bordered on the west by the majestic Pacific Ocean, to the north by San Francisco, to the east by the scenic San Francisco Bay, and the south by the heartland of the world-famous Silicon Valley, San Mateo County offers a wide range of economic opportunities, recreational pursuits, and lifestyle opportunities. The 770,000 residents of the County enjoy a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographic location in the heart of the San Francisco Bay Area.

DEPARTMENT

The Department of Housing (DOH) is in Belmont, California, and the Housing Authority of the County of San Mateo (HACSM) is a division within DOH. HACSM is federally funded through the U.S. Department of Housing and Urban Development (HUD) and with an annual budget of over \$150 million, administers various Tenant-Based Voucher, Project- Based Voucher, and Permanent Supportive Housing (PSH) programs. HACSM provides rental assistance to over 5,500 households, including people who are homeless, disabled, foster youth, and veterans. HACSM has been a participant in HUD's Moving To Work (MTW) demonstration program since 2000.

HACSM is a component unit of the County of San Mateo but a separate entity that utilizes different case management and financial reporting systems from the County. HACSM has separate payroll and benefits from the County of San Mateo. HACSM employees are not County employees.

THE POSITION

Reporting directly to the Executive Director of the Housing Authority, the Rental Programs Manager will plan, direct, manage, and implement all rental assistance programs, including Housing Choice Vouchers, Project-Based Vouchers, Moving To Work, Family Unification, Mainstream, Emergency Housing Vouchers, HUD-VASH and Permanent Supportive Housing programs; coordinate agency resources to produce effective and efficient operations; provide leadership and coordination to community groups, public and private agencies, advisory boards in planning and implementing new programs; recommend, develop, implement and evaluate goals and objectives related to programs; coordinate preparation and submission of the MTW Annual Plan and Report.

IDEAL CANDIDATE

The ideal candidate will have the skills and experience to successfully:

- Provide clear, consistent, and dynamic leadership in planning, organizing, directing, coordinating, and reviewing the activities of the HACSM rental programs.
- Think strategically and develop departmental strategies that balance vision with realism.
- Interpret, explain, and direct the enforcement of all applicable regulations and policies.
- Research appropriate housing regulations and formulate policies and procedures.
- Prepare, administer, and monitor program funds and utilization to ensure program and service objectives meet program goals within budget limits.
- Maintain effective working relationships with a variety of regulatory, public, and private organizations.

- Design, prepare, and monitor standard operating procedures, work plans, and schedules to ensure compliance with applicable standards.
- Supervise, train, and evaluate assigned personnel.
- Review and respond to program audits from HUD or other federal agencies and HACSM independent audits.
- Provide oversight and direction for the preparation of the MTW Annual Plan, MTW Annual Report, Annual Progress Reports for PSH grants, and grant applications and renewals.
- Represent HACSM to elected officials and outside agencies; explain and interpret HACSM programs, policies, and activities; negotiate and resolve significant and controversial issues.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Interpret, explain, and direct the enforcement of all applicable rental program regulations and policies.
- Research appropriate housing regulations and formulate policies and procedures.
- Design, prepare, and monitor standard operating procedures, work plans, and schedules to ensure compliance with applicable standards.
- Monitor program operations to ensure the efficiency and effectiveness of service delivery methods and procedures.
- Maintain effective working relationships with a variety of regulatory, public, and private organizations.
- Prepare, administer, and monitor special program funds and their utilization to ensure program and service objectives meet program goals and within budget restrictions.
- Supervise, train, and evaluate a group of team supervisors and other assigned personnel.
- Coordinate the work of distinct teams to meet agency goals.
- Evaluate and promote racial equity in HACSM's internal operations and through the benefits of its outward-facing programs.
- Review and respond to program audits from HUD and other federal agencies and for the HACSM independent annual audits.
- Provide oversight and direction for the preparation of reporting, including MTW Annual Plan, MTW Annual Report, Annual Progress Reports for PSH grants, and grant applications and renewals.
- Participate in the development of agency goals and direct and coordinate the implementation of goals, objectives, policies, procedures, and work standards.
- Analyze factors affecting program performance and work to develop organizational strategies to address changing conditions.
- Represent HACSM in discussions with elected officials and outside agencies and explain and interpret HACSM programs, policies, and activities.
- Negotiate and resolve significant and controversial issues.
- Respond to difficult and sensitive public inquiries and assist with resolutions and alternative recommendations.

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:

- A minimum of five years of increasingly responsible experience in one or more types of assisted housing programs, including three years at an administrative management level, and a bachelor's degree in business administration, public administration, or related field.

Knowledge of:

- Federal regulations and other pertinent laws governing rental assistance programs.
- Principles and practices of business/public administration, including program planning, implementation, and evaluation.
- Operational characteristics, services, and activities of rental assistance programs.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Affordable housing development and finance.
- Principles and practices of program budget preparation and administration.
- Principles of supervision, training, motivation, and performance evaluation.
- Experience promoting racial equity in the workplace and in public-facing programs.
- Modern office practices, methods, and computer equipment and applications related to the work.

Skill / Ability to:

- Identify and analyze complex issues and problems and make difficult decisions in a timely manner.
- Plan, direct, coordinate, implement, and evaluate programs and services.
- Integrate a variety of activities and services to achieve program goals, objectives, and priorities.
- Self-direct and motivate to achieve professional excellence.
- Build mutual trust and inspire staff to meet individual and team potential.
- Negotiate agreements between individuals and groups with different goals and opinions.
- Maintain cooperative working relationships with other agencies and community partners.
- Mesh the policy recommendations of a Board of Commissioners with the requirements of federal rental assistance programs.
- Enlist and mobilize community support for programs.
- Speak effectively to diverse audiences, including client, professional, civic, and citizen groups.
- Write effectively, including preparing complex and detailed written reports, grant applications, and program policies and procedures.
- Utilize a variety of computer programs to support program operations, evaluate effectiveness, and test proposed scenarios.

SALARY & BENEFITS

- The annual salary range is \$147,997 - \$185,010

HACSM offers an excellent benefits package that is available to spouses, domestic partners, and other dependents.

Retirement

All permanent HACSM employees are covered under two defined contribution plans:

- A mandatory participation 403(b) plan which receives contributions from both the employer and employees. For Management employees in the 403(b) plan, the employer contributes 14 percent of salary per pay period. This amount represents the total payment due to the plan on behalf of the employees.
- A 457 Deferred Compensation plan in which employees participate on a voluntary basis. Employee contributions are governed by the 457 Plan description.

Paid Leave

- Employees accrue four vacation hours per biweekly pay period during the first five years of continuous service. The accrual rate increases every five years of continued service.
- 12 paid holidays/year.
- Five (5) hours of administrative leave each pay period. No more than 260 hours of such administrative leave may be accumulated at any one time. On an annual basis, management employees have the opportunity to convert 50 percent of their current administrative leave balance for a cash payment.

Health and Wellness

- Employee contributions for health, dental and vision insurance is 12 percent of Kaiser premium.
- \$75,000 Life Insurance for employees.
- Long Term Disability Insurance

HOW TO APPLY

To apply for this exciting career opportunity, the following materials must be electronically submitted online at <https://jobs.smcgov.org>.

- Resume
- A cover letter that includes a description of your experience in the following areas:
 - The professional experience and skills that prepare you to succeed in this role.
 - Describe your greatest success that demonstrates your executive leadership skills. Explain what you did and the impact on the organization.

The selection process will consist of an application screening based on the candidates' experience and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview.

RECRUITMENT SCHEDULE

- Recruitment Opens: August 20, 2024
- Recruitment Closes: September 16, 2024
- Resume Screening: September 18-19, 2024
- Panel Interviews: September 30 – October 1, 2024

For questions about this position or the selection process please contact Chet Overstreet at 650-363-4385 coverstreet@smcgov.org.

At the County of Mateo and in the Housing Authority, we take pride in the way our employees bring together their diverse backgrounds, experiences, and perspectives to serve our community's needs.

We are proud to be Equal Employment Opportunity Employers.

Apply Online at <http://jobs.smcgov.org>