



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Salary:** \$6,124.00 - \$7,608.00 per month
- **Final Filing Date:** 03/26/21
- **Work Type/Schedule:** Permanent Fulltime

Description:

Under the general direction of the Section Chief (Manager II) of the Federal Programs Branch of the Division of Financial Assistance (DFA), the Manager I oversees a group of professional technical staff responsible for the implementation of Federally-funded Housing and Community Development programs including Home Investment Partnership Program (HOME) and National Housing Trust Fund (NHTF) programs.

The Federal Programs Branch is primarily responsible for the design and implementation of federally-funded affordable housing programs including the development of program guidelines detailing the use and requirements of federal funding programs, issuance of Notices of Funding Availability (NOFA), application review, funding recommendations, fund disbursement and monitoring. Up to 20% overnight travel throughout the state may be required.

Desirable Qualifications:

- Excellent interpersonal, analytical, communication, organizational and workload management skills
- Knowledge of the principles and practices of personnel management,
- Deep understanding of principles of real estate financing for affordable multifamily rental housing and underwriting principles.
- Knowledge of HOME federal programmatic and cross-cutting regulations.
- Experience overseeing Notice of Funding Availability preparation and issuance, analysis of loan applications, and competitive ranking and rating activities in funding rounds,
- Experience overseeing Construction and Permanent Finance loan closings on complex multifamily loan and grants.

- Knowledge of the development process for affordable multifamily rental housing and understanding development issues.
- Experience with policy development and implementation, developing regulations
- Experience coaching and training complex concepts.
- Experience with and knowledge of State and Federal accounting and auditing principles and practices.
- Ability to work independently and as part of a management team.

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