



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Working Title:** Manager
- **Classification:** Staff Services Manager I
- **Salary:** \$6,124.00 - \$7,608.00 per month
- **Final Filing Date:** 04/18/21
- **Work Type/Schedule:** Permanent – Full time
- **Location:** Sacramento County

### **Description:**

Under the general direction of a Section Chief Housing and Community Development Manager II (HCDM II), the working level supervisor oversees and directs the day to-day activities of technical staff that administer the state loan/grant closing activities for the multifamily loans/grant programs with a focus on Access to Opportunities funded by the Division's housing and community development financial assistance programs. The incumbent independently oversees staff working on all phases of multifamily loan/grant closings focusing on Access to Opportunities, who are responsible for the analysis, oversight, underwriting, change approval, construction and permanent loan/grant closing and disbursement phase of the multifamily housing projects.

Up to 15% travel throughout the state may be required.

### **Desirable Qualifications:**

- Thriving independently in a fast-paced environment
- Experience/Knowledge of closing loans or grants with HCD Multifamily Housing Programs
- Business, Finance, or Real Estate Classes or Certifications
- NDC Training

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