



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Salary:** \$6124.00 - \$7,608.00 per month
- **Final Filing Date:** 07/5/21
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location :** Sacramento County

Description:

Under the general direction of a Staff Services Manager II, the Staff Services Manager I is responsible for managing, training, and supervising staff in housing policy activities, with an emphasis on land use and planning. Responsibilities include but are not limited to, developing training strategies for and advising their direct reports in the performance of communication, data visualization, data analysis and research, report preparation, stakeholder outreach, and technical assistance activities. The incumbent also provides policy and legislative analyses, advice, and recommendations on housing and community development policies, and actively supports the Department's mission and policy priorities.

Desirable Qualifications:

- Experience supervising the work of a team
- Experience managing projects with deadlines
- Experience with common software applications, such as: Word, Excel, Outlook, PowerPoint
- Experience identifying, recommending, and/or leading organizational and/or process improvements
- Knowledge of planning and land use laws
- Knowledge of California State government public policy processes
- Experience preparing, writing, editing, and/or presenting policy reports or analyses on complex, sensitive and/or controversial topics
- Specific experience preparing or reviewing housing elements
- Strong organizational and analytical skills
- Experience or knowledge in research, data collection, policy development and analysis

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