



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Working Title:** Manager
- **Salary:** \$6,403.00 - \$7,954.00 per month
- **Final Filing Date:** 09/02/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

### **Job Description:**

Under the general direction of the Section Chief - Access to Opportunity (Manager II), of the Program Design and Implementation (PDI) Unit within the Division of Financial Assistance (DFA), the Staff Manager I oversees staff and administers one or more activities of DFA's housing and community development financial assistance programs within the priority policy area of access to opportunity.

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

### **Desirable Qualifications:**

- Strong line staff management experience
- Demonstrated writing and editing skills
- Experience with policy development and implementation, developing regulations and training
- Strong analytical, communication, organizational, and problem-solving skills
- Ability to work cooperatively with other entities to achieve desired results
- Ability to effectively deal with governmental agencies and private sector organizations
- Ability to work independently or as part of a team; with a high degree of independence of action
- Knowledge of affordable housing programs and issues.

Please click [here](#) to apply.