



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager II (Supervisory)
- **Working Title:** Staff Services Manager II
- **Salary:** \$7,028.00- \$8,732.00 per month
- **Final Filing Date:** 10/15/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

Under general direction of the Staff Services Manager III, the Staff Services Manager (SSM) II, is responsible for leading, training, and supervising staff in housing policy and program activities, with a focus on homelessness. The SSM II manages a medium size team and serves as the Division's technical expert in homelessness, including how homelessness issues intersect with land use policy, racial equity, public health, disaster preparedness and recovery, climate change, transportation, and housing for special needs populations based upon personal assignment. Responsibilities include but are not limited to coordinating with other branches and divisions of the Department, as well as external government and community partners.

Desirable Qualifications:

- Strong analytical, communication and organizational skills.
- General knowledge of challenges related to homelessness, housing affordability, and community resilience.
- Ability to effectively collaborate with external stakeholders, including federal agencies, other state departments and agencies, local governments, and/or local service providers and other nonprofit organizations.
- Practical experience working collaboratively as part of a large, complex organization with different divisions and branches, to implement projects jointly and solve complex issues across organizational units.
- Practical experience coaching and supervising staff in the development and completion of research, analytical, writing, and other tasks.
- Ability to effectively deal with external stakeholders including other governmental agencies.
- Direct firsthand experience with the administration of programs or policy development related to homelessness
- Familiarity with Microsoft Office (Word, Excel, Access).

Please click [here](#) to apply.