



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager II (Supervisory)
- **Working Title:** Manager
- **Salary:** \$7,028.00- \$8,732.00 per month
- **Final Filing Date:** 10/20/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

Under the general direction of the Assistant Deputy Director, the Staff Services Manager (SSM) II manages a medium size team and serves as the Division's technical expert in Fair Housing. Responsibilities include but are not limited to, developing training strategies for and advising their direct reports in the performance of communication, policy development and implementation, 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 polices, and actively supports the Department's mission and policy priorities.

Desirable Qualifications:

- Knowledge of housing and community development, fair housing, planning, housing element law, land use, climate change, and racial and tribal equity policy
- Experience in intergovernmental collaboration and coordination
- Familiarity with state and local policy making practices, including the legislative process
- Supervision and management experience
- Project management and/or portfolio management experience
- Ability to communicate effectively, both orally and in writing; particularly presenting complicated topics for a broad audience
- Experience producing public facing policy documents, presentations, and talking points; and developing communication support for major policy initiatives
- Exposure to grant and funding programs
- Ability to work independently and as part of a team.

Please click [here](#) to apply.