



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager III
- **Working Title:** Telework Option – Branch Chief
- **Salary:** \$8,545.00 - \$9,702.00 per month
- **Final Filing Date:** 11/18/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.

Job Description:

With general direction from the Assistant Deputy Director, the Staff Services Manager III, is responsible for major Division functions including the management, development, equitable, and efficient management of the Division's Mobilehome and Special Occupancy Parks (Administrative and Permit to Operate), Employee Housing, State Housing Law, Utility Upgrade, and Occupational Licensing (Administrative) Programs and the Regulatory Unit. The incumbent is responsible for highly specialized technical staff operating complex programs with impact on statewide policy, regulatory, and legislative initiatives.

Desirable Qualifications:

- Strong leadership skills
- Strong organizational, communication and writing skills
- Ability to work independently and as a member or leader of a team
- Knowledge of the legislative process
- Strong analytical experience
- Excellent interpersonal skills
- Strong knowledge of the principles of supervision and management
- Knowledge of and basic working skills in Microsoft Outlook, Word and Excel and databases
- Knowledge of the rulemaking process
- Knowledge of principles and practices of project and program management.

Please click [here](#) to apply.