



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Working Title:** Manager – Telework Option
- **Salary:** \$6,403.00 - \$7,954.00 per month
- **Final Filing Date:** 05/20/2022
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

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

Under general direction, the Housing Policy Manager, is responsible for managing, training, and supervising staff in housing policy activities, with an emphasis on land use, planning, program development, program implementation and administration, and coordination with other teams and units. Responsibilities include, but are not limited to, managing direct reports across multiple policy and program functions, conducting research, report preparation, stakeholder outreach, and technical assistance activities. The incumbent also provides policy and legislative analyses, makes recommendations on housing and community development policies, and actively supports the Department's mission and policy priorities.

Desirable Qualifications:

- Knowledge and experience in land use, planning and policy analysis (specific experience in housing element preparation or analysis is ideal but not required)
- Knowledge and experience in funding program development and administration
- Experience with written, verbal, and inter-personal communications
- Experience with stakeholder engagement and/or public outreach
- Experience with analytical and organizational skills
- Experience supervising the work of others on a team, including work driven by deadlines and other regulatory requirements
- Leadership philosophy that includes a commitment to staff development, including coaching, mentoring, and intentional professional development

Please click [here](#) to apply.