



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

SENIOR MANAGEMENT ANALYST COMMUNITY DEVELOPMENT DEPARTMENT

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$9,615- \$12,019 per month

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Monday, May 23, 2022 @ 5:00 p.m.

THE POSITION

The City of Dublin, a dynamic and growing community, is seeking a Senior Management Analyst to oversee affordable housing programs, implement the City's Housing Element and Community Development Block Grant (CDBG) program, and oversee programs to address homelessness. The successful candidate will have a prominent role in supporting and shaping planning and housing policies; play a key role in the effort to partner with non-profit affordable housing developers and leverage the City's affordable housing funds to produce affordable housing. Work in the department is challenging, complex and requires a candidate who is a self-starter, can prioritize assignments, meet deadlines, communicate clearly and effectively, and thrive in a team environment. Candidates with knowledge of housing and planning policy development, experience with affordable housing financing and administering affordable housing programs in compliance with local, state, and federal requirements, and experience with homelessness programs are preferred. Experience preparing and negotiating loan agreements, contracts, and regulatory agreements necessary to provide for the construction and preservation of affordable housing is desired.

EXAMPLES OF DUTIES

The following key elements describe the basic duties and responsibilities of the position:

- Work with non-profit and for-profit developers of affordable housing, financial institutions, bond counsels, consultants, architects, City departments and others to develop affordable housing for targeted populations.
- Serve as lead staff for the implementation of Alameda County Measure A-1 within Dublin to maximize funds available for the construction and rehabilitation of affordable housing in Dublin.
- Coordinate various funding sources and manage the City's housing funds to develop affordable housing.
- Work with development teams to organize, prepare, administer, and monitor affordable housing bond issues, and other financial mechanisms.
- Represent the City on the Tri-Valley Affordable Housing Committee and other Tri-Valley and county-wide housing.
- Develop, coordinate, implement and administer the City's affordable housing programs including, but not limited to the Inclusionary Zoning Ordinance, City and County First Time Homebuyer Loan Programs, below market rate ownership and rental housing, Home Rehabilitation Program, and other housing programs.
- Negotiate administer, and manage contracts and manage work performed by consultants on behalf of the City.

- Exercise direct or technical supervision of staff.
- Respond to requests regarding City housing programs and prepare public information materials as needed to inform the public about the City's housing programs.
- Prepare necessary documents in coordination with the City Attorney, lenders, title companies, and other organizations to implement the City's housing programs.
- Establish program and capital budgets and monitor revenue sources and program expenses for the Housing Division and other divisions as assigned.
- Prepare reports for the City Council and track expenditure of City funds for housing programs.
- Participate, manage, support and implement programs to address homelessness.
- Lead and participate with City departments in implementing the CDBG program, which may include preparing and submitting grant applications.
- Annually monitor developments subject to the City's Inclusionary Zoning Regulations, including below market rate (BMR) rental and ownership units.
- Maintain files and records.
- Oversee and maintain the BMR unit portfolio database.
- Implement specific programs identified in the City's General Plan Housing Element.
- Provide data on the city's housing programs for the Housing Element Annual Progress Report to ensure compliance with State and regional housing legislation and reporting requirements.
- Oversee implementation of the City's records retention program for the Community Development Department.

QUALIFICATIONS

1. Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business Administration, Finance, Geography, Planning, Public Administration, or a closely related field. A Master's degree is preferred.
2. Experience: A minimum of four years of progressively responsible professional experience in the field of city or regional planning or housing program management working with a non-profit housing agency, local Community Development Department, or related agency, which includes complex project management experience, implementing new construction, affordable housing assistance programs, inclusionary zoning ordinances or related planning/policy programs. Experience involving community development, medium and high-density housing, low-income residential housing, special needs housing, and programs to address homelessness is highly desirable.
3. Licenses, Certificates, Special Requirements: Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.

Knowledge of

- Principles, practices, and techniques of housing development, development feasibility assessments, real estate pro-forma analysis, city and regional planning, and finance.
- Federal, State, and local laws and regulations, including HUD regulations, pertaining to land acquisition, bond issuance, zoning, housing and construction.
- Working knowledge of the types, availability and requirements of Federal and State housing programs.
- Principles and practices of contracts, regulatory agreements, development agreements and land disposition agreements; zonings applications, and urban development programs.
- Public and private financing methods for housing.
- Principles, practices and techniques of administration.
- Program development, monitoring and evaluation techniques.
- Financial record keeping and budgeting; personal computer usage and applications.
- Principles and practices of project management and negotiation.
- Principles and practices of research methods and statistical analysis.
- Personal computer operation and GIS applications.
- Principles of supervision, training and performance evaluation.
- Principles of community and public relations.
- Customer service techniques and public speaking.

Ability To

- Plan, organize and coordinate the development of housing projects for lower income households.
- Manage professional service contracts with consultants.
- Prepare and monitor grant opportunities.
- Conduct economic feasibility analysis.
- Identify housing and community development needs and develop appropriate solutions.
- Analyze, solve and negotiate successful solutions to complex problems involving multiple interests of a development team, the City, landowners, and the neighboring community.
- Negotiate complex financial packages utilizing a variety of funding sources to provide affordable housing.
- Administer and coordinate property acquisitions, relocations and dispositions.
- Communicate effectively both orally and in writing.
- Prepare detailed written reports.
- Recommend actions to be taken.
- Read and interpret complex legal documents.
- Research and provide information and resources.
- Perform complex mathematical calculations.
- Keep accurate records and files.
- Develop and maintain good public relations.
- Exemplify an enthusiastic, resourceful, and effective service attitude with the public and co-workers.
- Effectively apply the required knowledge and skills in the daily performance of assigned duties.
- Work independently without supervision; stamina to work additional hours to meet deadlines and attend night meetings.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Senior Management Analyst** position is **\$9,615 – \$12,019** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,956.00 per month.
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Fourteen paid holidays (including two floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Community Development Department is comprised of three Divisions: Building & Safety, Housing, and Planning. The Building and Safety Division is responsible for building permits, plan check and inspection services. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances. The Housing Division is responsible for the development, implementation and monitoring of housing programs, the General Plan Housing Element programs, and the Community Development Block Grant (CDBG) Program for the City.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982, and has a current population of 72,589 within 15.23 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 and has two BART stations that have made the City freeway close and conveniently accessible from throughout the Bay Area.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which may consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

In accordance with the Americans with Disabilities Act, the City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” under “**East Bay**” select “**Dublin,**” then on “**Senior Management Analyst,**” and “**Apply for Job.**” Applications must be received by 5:00 p.m. on Monday, May 23, 2022. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s SENIOR MANAGEMENT ANALYST position. To continue in the City’s recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

Please provide a brief response to each of the following questions and limit each response to no more than 300 words.

1. Describe your experience preparing grant applications and providing follow up implementation and reporting on grant awards.
2. Describe your experience with affordable housing financing and preparation of regulatory agreements.
3. Describe your experience with Community Development Block Grant program management.