



EMERGENCY EMPLOYMENT OPPORTUNITY
COMMUNITY HOUSING PROGRAMS MANAGER
LOS ANGELES HOUSING DEPARTMENT

THE SALARY

The current salary range for the Community Housing Programs Manager position is \$104,650.56 to \$157,163.76 annually.

TYPE OF APPOINTMENT

This position is to be filled on an emergency appointment basis. Please note that the emergency appointment is a temporary appointment and contingent upon approval by the City of Los Angeles' Personnel Department. The permanent appointment will be made upon the completion of the civil service examination process for Community Housing Programs Manager. The successful incumbent for the emergency appointment position will be required to take the examination and obtain a high enough score on the eligibility list in order to be selected for permanent appointment.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Community Housing Programs Manager position are as follows:

- Supervise and direct the activities of the Technical Services Section (TSS) of the Development & Finance Division, which oversees the construction, prevailing wage, architectural, and relocation activities related to the production of affordable and supportive housing.
- Coordinate the draw review process among the four units of the TSS, to ensure that payment drawdown requests are paid in a timely manner. Utilize process tracking mechanisms to identify areas for improvement.
- Coordinate more complex and difficult assignments referred by the Director of Development & Finance or senior departmental management. Provide assessments and analysis based on regulatory requirements. Address complex compliance issues where needed.
- Monitor and identify staffing and resource gaps and prepare budget requests as appropriate and in coordination with the four units of the TSS.
- Coordinate with unit managers and contracted entities to complete the work of the TSS. Develop, implement and maintain unit policies, procedures and standards to ensure consistent workflow among the various staff members.
- Monitor labor and project development trends and issues impacting the physical development of affordable and supportive housing.
- Coordinate the preparation of transmittals and detailed, comprehensive project staff reports with analyses and recommendations for City Council and Council Committees. Present program reports and/or presentations before relevant approval and advisory bodies such as the City Council, HHH Citizens Oversight Committee and Administrative Oversight Committee, Linkage Fee Oversight Committee, and Affordable Housing Commission, as needed.

REQUIREMENTS

Candidates for this position must meet the following requirements:

Four years of full-time paid housing rehabilitation or production experience, at the level of Rehabilitation Project Coordinator or comparable class, supervising employees administering a public or private housing rehabilitation, housing production, real estate or real estate financing program relating to community based housing programs.

KNOWLEDGE AND ABILITY

Desirable candidates should also have the following knowledge and abilities:

Knowledge of:

- Public policy and governmental program principles and responsibilities;
- The theory, principles, and practices of housing rehabilitation or production and subsidized rehabilitation or production programs;
- Federal, state, and local laws and regulations governing housing rehabilitation or production and subsidized rehabilitation or production programs;
- The major principles, practices, and techniques of budgeting, personnel administration, organization and management;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques for complex and multi-layered task coordination with multiple and diverse professionals, work units, and agencies;
- Techniques of training, instructing, and evaluating subordinates' work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling; and
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.

Ability to:

- Plan, coordinate, direct, and review the activities of a large group of professional and technical employees engaged in administrative, financial, and construction activities;
- Organize and manage technical and financial resources to achieve maximum efficiency and production;
- Think creatively and strategically in furtherance of program goals and the mission of the Bureau;
- Coordinate, at the community level, programs associated with housing rehabilitation or production activities;
- Explain program procedures and objectives to appropriate private and public agencies, organizations, and individuals;
- Prepare and present oral and written reports and recommendations of a budgetary, technical, or evaluative nature, clearly, concisely, logically, and convincingly;
- Train and evaluate subordinate personnel and the ability to deal tactfully and effectively with representatives of governmental or community organizations, financial institutions, City officials, and the public; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

SELECTION PROCESS

The selection process will include an oral interview, and may include a written exercise, to determine the most qualified candidate for these positions. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

TO APPLY

Interested applicants must submit a completed City of Los Angeles Application form and a résumé (ATTN: Community Housing Programs Manager) to the following email address: lahd.persrecunit@lacity.org or to LAHD's Personnel Unit on Tuesdays or Thursdays between 8:00 a.m. to Noon, located at 1200 W. 7th St., 9th Floor, Los Angeles, CA 90017, no later than 12:00 p.m. on Tuesday, November 16, 2021.

NOTE: The City of Los Angeles Application form can be downloaded from the Personnel Department's website: <https://per.lacity.org/doc.cfm?get=CityApp>

If you have any questions, please contact the Los Angeles Housing Department Personnel Unit at (213) 808-8804.

To view this announcement on the City's Personnel Department website, click here: https://per.lacity.org/jobs/openings/index.cfm?job_id=3757

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