



Assistant Housing Coordinator

Definition

Under general supervision and reporting to the Director of Community Development or Assistant Director of Community Development, this position assists and supports the Senior Housing Coordinator and performs work in the analysis and assistance of housing and grant programs; participates in the implementation of the City's Housing Element programs; provides support of the Association of Bay Area Governments (ABAG), Regional Housing Needs Assessment (RHNA), and Plan Bay Area 2050 process; assist and support the City's Below Market Rate (BMR) Affordable Housing Program; assists with housing strategies, including preservation of the City's housing portfolio; assist with the City's homelessness prevention efforts; support, through coordination and provision of direction, the implementation of all activities within assigned projects, and the City's Housing and Human Services Grants Program and the Community Development Block Grant (CDBG) Program.

This specialized professional position will effectively coordinate with City staff, non-profits, developers, regional agencies, and consultants to achieve high quality housing projects and programs in a timely and efficient manner that is responsive to the public.

Distinguishing Characteristics

This entry-level class is responsible for performing work assigned to the Housing Division and assists and supports the Senior Housing Coordinator. Under general supervision, incumbents learn to apply concepts and work procedures and perform professional housing and planning work.

The Assistance Housing Coordinator coordinates and provides services and activities pertaining to the City's housing and service programs, including, but not limited to, implementation of tenant protection policies, assistance to low income renters, conducting workshops for persons experiencing homelessness or at-risk of homelessness, public services to assist low-income households, implementation of the below market rate housing program, and housing rehabilitation assistance. Coordination involves collaborating with consultants administering the housing programs, working with external agencies to provide supportive services, and ensuring communication with the public via social media, workshops, etc.

Essential Duties

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Plan, develop, and implement housing projects and programs as assigned; work with appropriate departments and staff in assuring that housing development projects meet applicable standards of

affordable housing funding requirements; determine the scope of the project and develop strategies and policies; and coordinate staff and other resources.

Coordinate project planning and project delivery activities with City departments and other governmental, public, and private agencies; participate in assessment and prioritization of affordable housing projects under consideration; analyze, implement, and monitor goals and objectives to achieve assigned priorities; and perform project evaluations and assessments and report out results.

Assist and prepare contracts, loans, and other agreements for the City with a variety of consultants and housing developers.

Collaborate with developers, investors, business organizations and other community stakeholders to promote affordable housing development in the City; and work with neighborhoods and development groups to identify housing needs and explain projects and programs.

Prepare and administer grants; assemble grant agreements and prepare related files and reports; review quarterly and annual expenditure reports; review reports and process invoices and payments for related expenses; and monitor and collect loan payments.

Monitor and report on status of programs and projects for subrecipients of low-income service and housing funding for eligibility compliance with applicable regulations and guidelines. Assist in generating and reviewing reports regarding proper environmental and labor compliance.

Monitor proposed legislation and regulations applicable to projects and program areas and coordinate compliance; research and analyze recommendations supported by qualitative and quantitative data on policy matters related to housing and the applicability to City needs; assist and support the preparation of technical and complex reports; and prepare graphic presentations.

Support programs led by other division staff as needed.

Make presentations in community and professional meetings; and make presentations on assigned projects and programs to the City Council, Council committees, and/or advisory boards.

Collaborate with administrators of the Below Market Rate program to ensure client eligibility for placement, coordinate resale execution and waitlist procedures.

Work with outside government agencies, educational institutions, business organizations, investors, and other partners/sectors with whom the City partners in implementing Federally funded and privately funded housing.

Attend and participate in professional group meetings; and stay abreast of current trends and innovations in housing.

Assist in implementation and research for services to prevent and address homelessness, to assist the unhoused, and to increase opportunities for shelter.

Perform other related duties as assigned.

Qualifications

Knowledge of:

Affordable housing financing; principles of budget administration; real estate practices; public review and entitlement process for affordable projects and the roles of City departments and outside agencies; principles and practices of project management and evaluation and policy/program development, implementation, and evaluation; effective public participation strategies; loan documents and the legal implications related to affordable housing and funding sources; presentation methods and tools; contract administration; applicable Federal, State, and local laws, ordinances, and regulations affecting assigned area of responsibility; rent stabilization and/or tenant-landlord programs, including policies related to and administration/implementation of such programs; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff; the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; and modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

support efforts to evaluate and develop improvements in operations, procedures, policies, or methods;; organize and coordinate the various components of projects; direct and maintain multiple projects and programs simultaneously; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; provide project-related support to a variety of technical/professional staff; analyze and compile technical and statistical information; make concise and informative presentations; organize and run meetings that result in useful public participation; coordinate and collaborate with consultants; identify existing or potential problems and apply effective solutions; organize, track, and implement the project entitlement process with attention to detail; prepare, review, and analyze loan documents and other legal contracts; independently organize work, set priorities, meet critical deadlines, and follow up on assignments; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, public policy, public or business administration, finance, community development or a related field and one (1) year of professional experience in Community Development Block Grant (CDBG) Program or HOME Investment Partnerships Program, affordable housing project management, housing public policy/administration, urban planning, rent stabilization or tenant-landlord programs.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

FLSA: Non-Exempt

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