

City of
VALLEJO
California



**Housing
And
Community
Development
Program
Manager**

THE COMMUNITY

The City of Vallejo is emerging as a renewed and vibrant city, poised to capitalize on many exciting opportunities. Its new City Manager, Greg Nyhoff, is an energetic and experienced leader seeking to build a team that can continue to bring positive change to this unique and culturally diverse community.

Vallejo is located in Solano County and has a population of approximately 121,000 residents. It is conveniently located midway between the cities of Sacramento and San Francisco, and only 10 minutes from the Napa Valley. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. The City takes pride in maintaining the character and heritage of Vallejo while building for the future. Mare Island, a former Naval base, is redeveloping in to a growing hub for innovation, manufacturing, and creative living.

Vallejo is near the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via 1-80 and 1-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful Bayfront park with the ferry terminal located nearby. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo's waterfront area into



a transportation-oriented mixed-use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2017-18 total budget of over \$221 million, with a General Fund of approximately \$100 million. The City has an authorized staff of 558.5 FTEs employed in the following areas: Administration (Finance, Human Resources, and Information Technology), Operations (Police, Fire, Public Works, and Water), Community and Economic Development, City Manager's Office (includes City Clerks' Office and Housing) and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability:

1. Live within our means (five-year projection)
2. Look to the future (prioritize)
3. Do not defer expenses (maintenance, capital)
4. Establish emergency reserve (disasters or emergencies)
5. Use one-time monies for one-time expenditures (new equipment, unforeseen repairs)

CITY MANAGER'S OFFICE

Veteran City Manager Greg Nyhoff recently joined Vallejo to accept the leadership role of guiding the City to achieve maximum vibrancy with a strong economy, affordable housing and diverse attractions. Reinvigorating the community and organization with renewed energy, Mr. Nyhoff plans to advance the municipality forward in a progressive and thoughtful manner, building upon its rich heritage as Vallejo continues its exciting transformation.





The City Manager's Office oversees several divisions, one of which is the Housing & Community Development division; the others include Risk Management, Information Technology, and City Clerk. Supported by 15 FTEs, and managing a budget of \$26.8 million, the Housing and Community Development Program Manager will focus on promoting housing opportunities in the City of Vallejo.

With management responsibility for all services and activities within the Housing Division, the incumbent will take the lead in developing and implementing the division's goals, policies and priorities for assigned programs. These include overseeing the financing and preservation of the supply of affordable accommodations, and administering housing assistance programs, such as the Housing Choice Voucher, Homebuyer and Homeowner and Neighborhood Stabilization. Vallejo also participates in the federally funded HOME and CDBG programs. Housing is a high priority for Vallejo and the City has worked conscientiously, striving for a community where an economically and socially balanced and diverse community can become a reality.

THE IDEAL CANDIDATE

The Housing and Community Development Program Manager will assume the lead role in improving the City's services administering programs to help make housing affordable for Vallejo residents. The City does not own any public housing units, but is in the process of developing the first public supportive housing facility in Solano County. Reporting to the Assistant City Manager, this individual will represent the City as the liaison to the joint powers authority (CAP Solano) established to provide homeless and safety net services to the residents of Solano County. Having in-depth knowledge of federal and state regulations, and understanding the unique challenges of the tight housing market in California, will enable the professional selected to craft effective solutions that addresses affordable housing in Vallejo. Qualities desired in this person, other than passion and creativity, include tenacity and persistence. The Manager, in addition to keeping abreast of legislation, will monitor trends and advances in the field of low-income housing.

Comprehensive knowledge of housing programs and proficiency in designing affordable housing strategies will position the Manager to lead the organization as it addresses

the different facets of housing issues in Vallejo. Proactive and innovative, the successful candidate will have the ability, and expertise, to duplicate in the City housing programs from other jurisdictions that are considered sustainable and effective. The Sacramento Street project, conceived to provide permanent supportive housing units for Vallejo residents experiencing homelessness, recently received City Council approval for the purchase of properties for development. The new Housing and Community Development Program Manager will assume the lead role in managing this exciting and much anticipated high priority project.

As the position has extensive interface with a variety of individuals, the ideal candidate will be adept communicating with many stakeholders, from elected and appointed officials, to diverse community groups, to private property owners. This professional will have an impressive history of building relationships and partnerships. Collaboration and participating in joint problem solving efforts with colleagues, both at the City and at other governmental agencies, will be valued and demonstrated by this individual. Modeling superior customer service, the Manager will judiciously address competing demands, and matters that may occasionally be controversial, with an engaged and informed community. Technical depth and breadth, in addition to having a demeanor that welcomes input and dialogue, will be important in establishing credibility with interested parties as well as the public.

The successful candidate will also be a talented administrator; from understanding the complex finances associated with housing programs to establishing effective mechanisms to support the private sector in deliver housing units needed by the community. Excellent communication skills, whether making presentations or developing reports easily understood by target audiences, will be required of the Manager. An outstanding mentor with experience managing personnel, keen on staff development and firm on accountability, are qualities sought in the person selected for this position.

Requirements for the position:

- A Bachelor's degree with major course work in social science, public or business administration, and
- Five years, including one year of supervisory responsibility, of progressively responsible experience involving public housing programs.

COMPENSATION AND BENEFITS

The City provides an attractive compensation package that includes an annual salary range up to \$145,033. Benefits include, but are not limited to:

- **Retirement** – The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2% at 62, with an employee contribution of 6.25%.
- **Social Security** – The City participates in Social Security and pays the employer share of the contribution. Employee pays 6.2% (Social Security) and 1.45% (Medicare) of gross pay.
- **Deferred Compensation** – City offers a voluntary 457 Plan; three different carriers available. Other available voluntary deferred plans include 401(a) Plan, IRS 125 Plan and PARS Plan.
- **Health Insurance** – The City participates in the CalPERS Health Benefits Program. The City pays the difference between the PEMHCA minimum and maximum of 75% of the Kaiser Bay Area rate (paid through a Section 125 Cafeteria/Flexible Benefits and Welfare Plan). An employee may be eligible for \$250 per month in lieu of City paid medical insurance if employee has other medical coverage. The City pays full premiums of Vision and Dental Plans. Retiree health insurance is available under PEMHCA with a maximum benefit of \$300 per month.
- **Life/AD&D/Long-term disability Insurance** – The City provides life/AD&D insurance at a coverage of \$40,000. Long term disability insurance coverage is provided with a benefit of 60% up to a maximum monthly benefit of \$5,500.
- **Vacation** – 80 hours (0-4 service years); 120 hours (4-10 service years); 160 hours (10-20 service years); 200 hours (20-26 service years); and 224 hours (more than 26 years). May carry up to three-years' balance. Credit for prior years of service may be considered.
- **Holidays** - 13 paid holidays annually.



- **Sick Leave** – Accrual rate of 8 hours for each full month of employment; maximum accrual of 288 hours.
- **Bereavement Leave** – Up to 3 days per qualifying bereavement.
- **Employee Assistance Program** – offered to employee and eligible family members.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, August 5, 2018**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be interviewed in Vallejo in late August. The City anticipates making an appointment shortly thereafter following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

