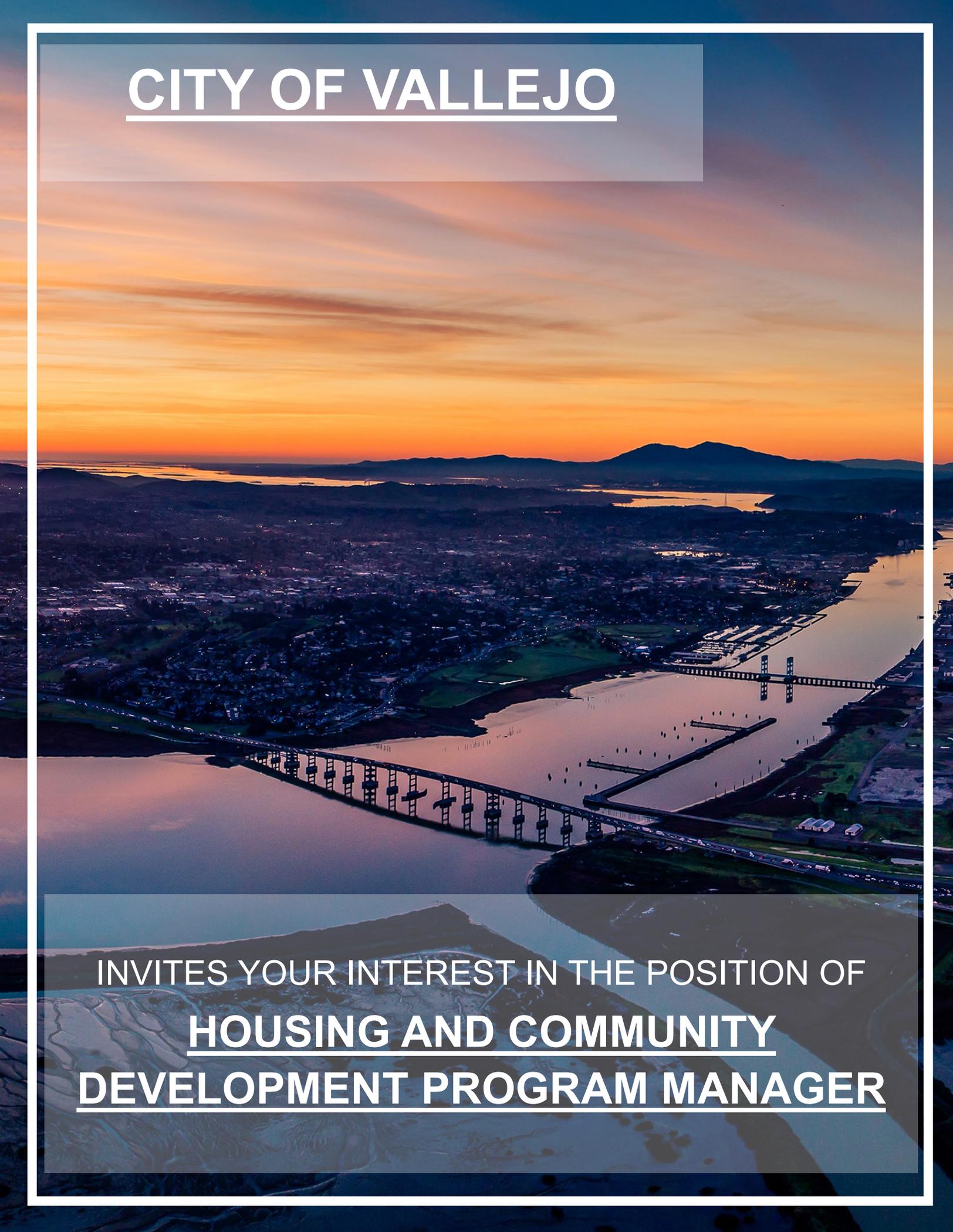


CITY OF VALLEJO



INVITES YOUR INTEREST IN THE POSITION OF
HOUSING AND COMMUNITY
DEVELOPMENT PROGRAM MANAGER



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 122,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 151-year history and maritime heritage. 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.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2021-2022 total budget of over \$264 million, with a General Fund of approximately \$120 million. The City has an authorized staff of 600+ FTEs in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office 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.

Vallejo City Council has adopted the following goals and priorities:

- Ensure financial stability of City Government
- Support the safety and well-being of our community
- Promote robust economic development
- Invest in, sustain and plan future infrastructure
- Provide for organizational stability and efficient government

THE POSITION

Housing and Community Development, a division within the City Manager's Office, employs a wide range of funding sources and activities to build, buy, and/or rehabilitate affordable housing for rent and homeownership, and provides direct rental assistance to low-income individuals and families.

The Housing and Community Development Program Manager will report directly to the assigned Assistant City Manager and will oversee all administration and management of the Housing and Community Development Division.

This position will manage and participate in the development and implementation of goals, objectives, policies, and priorities for programs including the Vallejo Housing Authority, Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), HOME Program, housing redevelopment, and residential loan programs.

The incumbent in this position will monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, will assess and monitor staff workloads, administrative and support systems, and internal reporting relationships. They will ensure and monitor regulatory compliance/audits with all Authority and program requirements including timely submission of required HUD reports.

They will coordinate, oversee, and monitor the efforts of the Housing and Community Development Division with outside agencies in carrying out assigned projects, programs, and activities. They will also negotiate terms and agreements with banks, social service agencies, vendors, contractors, and clients related to the administration of assigned programs and activities.



THE IDEAL CANDIDATE

The ideal candidate for Housing and Community Development Program Manager, will be a strategic leader with at least five years of experience in the field of Housing and Community Development programs, Housing Development Administration, or related field. They will be an engaging manager and a committed team player who can effectively communicate with peers, City officials, developers, and the public. They will possess excellent oral and written communication skills and will have the ability to convey confidence while representing the Department.

Successful candidates will possess a bachelor's degree from an accredited college or university with major coursework in urban planning, community development, finance, public administration business administration, or closely related field.

COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$155,034.24**

BENEFITS

Some of our benefits include the following:

- 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 7%
- Deferred Compensation: The City offers voluntary 457 plan
- Health Insurance: The City participates in the CalPERS Health Benefits Program
- Dental: Delta Dental (City pays premium)
- Vision: Vision Service Plan –VSP (City pays premium)
- Vacation: 80 hours (0-4 years of service); 120 hours (4-10 years of service); 160 hours (10-20 years of service); 200 hours (20-26 years of service); 224 hours (more than 26 years of service)
- Paid Holidays: 12 paid holidays per year, plus 2 floating holidays on a “use it or lose it” basis
- Sick Leave: 12 days per month
- Life Insurance and AD&D: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee
- Flexible Spending Account (FSA) - Offered to employee and eligible family members.

**** The City of Vallejo is a Social Security participant**



APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at: <https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted. Candidates must attach a cover letter, resume, and 3-5 professional references to their online application for it to be considered complete.

The application period for this position will close April 8, 2022. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.