



THE CITY OF VALLEJO

INVITES YOUR
INTEREST IN THE
POSITION OF

ADMINISTRATIVE
MANAGER



ABOUT THE CITY



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 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 2025-2026 total budget of over \$314 million, with a General Fund of approximately \$151 million. The City has an authorized staff of 655 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 in districts, 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 DEPARTMENT

The Housing and Community Development (HCD) Department manages programs funded by the U.S. Department of Housing and Urban Development (HUD). The Department is home to the Vallejo Housing Authority (VHA) which administers the Housing Choice Voucher Program, commonly known as Section 8, and its subprograms. The HCD Department also coordinates the application and implementation of the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, and the Neighborhood Stabilization Program (NSP).

The Housing Choice Voucher (HCV) Division administers 2358 housing vouchers, including both HCV and VASH vouchers. The division provides direct assistance to the public and ensures full compliance with HUD regulatory requirements.

Additionally, the HCD provides staff support to the Housing and Community Development Commission for both the HCV, CDBG, HOME, and NSP grant programs.

The VHA reports to the Vallejo Housing Authority Board of Directors for policy and budgetary oversight.

For more information about the Housing and Community Development (HCD) Department, please visit their webpage by clicking [here](#).

THE POSITION

The Vallejo Housing and Development Department is seeking an Administrative Manager to assist the department Director in the administration of the Housing Choice Voucher Program.

This position will ensure oversight of departmental policies and procedures to maintain compliance with federal, state, and local law requirements, while also supporting the Departments mission of best serving the community and providing high-quality assistance to program participants.

EDUCATION & EXPERIENCE

A Bachelor's Degree with major work in public administration, public administration, or a related field; A Master's Degree is desirable.

Five years of professional administrative experience, preferably in the public sector which included staff supervision, project/program management, contract administration, and governmental budgeting and accounting. A Master's Degree may substitute for one year of the required experience.

THE IDEAL CANDIDATE

The ideal candidate will be an accomplished professional with extensive expertise in managing Federally Funded Housing Programs, combining a minimum of five to seven years of experience in housing and grant administration with advanced program management skills. They will hold certification in housing program management—or possess equivalent credentials—demonstrating a proven track record of successfully overseeing housing programs at the Federal, State, or Local level in both nonprofit and for-profit settings.

This candidate will be a strategic leader with the ability to provide direction, oversight, and compliance management for the Housing Choice Voucher Program, ensuring full adherence to HUD regulations. They will excel in supervising staff, implementing and monitoring program policies, and recommending innovative program changes to strengthen housing services.

Strong relationship management is a hallmark of this candidate. They will establish and maintain collaborative partnerships with landlords, community agencies, and stakeholders, acting as a trusted liaison between the housing authority, HUD representatives, and external partners.

They will demonstrate exceptional program compliance and quality control skills, with the ability to conduct comprehensive reviews, analyze performance metrics, and secure high ratings in SEMAP. Their expertise will extend to overseeing PIC system submissions, managing VMS reports, ensuring timely and accurate reconciliation of payments, and utilize HUD's Two-Year Tool for budgeting and voucher utilization.

The ideal candidate will be a results-oriented professional with strong communication skills, adept at interpreting and explaining complex housing regulations, and committed to advancing housing initiatives that strengthen community stability.

For a full description of the Administrative Manager position, please click [here](#).



COMPENSATION & BENEFITS



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$150,778.16**.

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 and appropriately answer all supplemental questions in order to be considered for this position.

The application period for this position will close **May 18, 2026**. 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.

BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPRAs Employees

Deferred Compensation: The City offers voluntary 457 plan

Health Insurance: The City participates in the CalPERS Health Benefits Program

Dental: Delta Dental Plan of California (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)

Management Leave: 60 hours per calendar year (pro-rated for new hires) must be used before end of pay period 26 or be forfeited.

Paid Holidays: 12 paid holidays per year, plus 2 floating holidays on a “use it or lose it” basis

Sick Leave: 12 hours per month

Life Insurance: 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)

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