



July 2025
FLSA: Exempt
Group: Management

HOUSING & SUSTAINABILITY MANAGER

Under limited direction, the Housing & Sustainability Manager develops, organizes, coordinates, manages, and directs the review and implementation of the City's housing and sustainability programs and related projects; initiates key housing and sustainability activities based on the City's General Plan, and regional initiatives; and performs related duties as assigned.

DEFINITION

The Housing & Sustainability Manager functions as manager of housing and sustainability activities and provides technical expertise to other City departments and related agencies. The Housing & Sustainability Manager is distinguished from the next lower classification of Housing Coordinator or Management Analyst in that the former is a division level manager, with vast programmatic responsibilities, expected to function with limited supervision.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by the Director of Community Development. Responsibilities may include direct supervision of professional, technical, and clerical positions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

Duties may include, but are not limited, to the following:

- Assist in the development and implementation of policies and programs pertaining to the City's housing supply and preservation and creating and executing plans to integrate sustainability into housing programs and operations.
- Manage Below Market Rate (BMR) program which includes, but is not limited to:
 - For rental properties not owned by the city – Conduct annual audits, train BMR property managers, ensure compliance with regulatory agreements for each property, approve utility allowances and annual rent and income limits, update and assist BMR property managers with interpretation of the BMR Guidelines, update BMR Guidelines as needed, and address inquiries from BMR tenants and members of the public.
 - For rental properties owned by the city- All of the above, plus manage the operating budgets and payment of expenses, and manage property management contracts.
 - For owner-occupied BMR units - Monitor annual occupancy requirements and obtain annual occupancy affidavits from homeowners, notify homeowners of regulatory agreement expiration dates, calculate sales price and review sales of properties to other qualified buyers, if applicable, certify incomes of new buyers, if applicable, calculate share of proceeds to the City when and if a sale occurs after the expiration of the BMR agreement; revise the BMR Ownership Guidelines, and address inquiries from homeowners and members of the public.
 - Manage Rental Registry program for BMR units.

- Formulates, executes, and leads strategies to reduce the City's environmental footprint and promote social responsibility, including the implementation of the Climate Action Plan.
- Act as the City's liaison to public and private organizations related to housing & sustainability issues. Engage with residents to promote sustainable practices, address their concerns, and foster a sense of community responsibility. Offer guidance and support to staff and residents on housing and sustainability-related matters.
- Develop programs and plans to produce housing, especially affordable housing, by means of new construction, rehabilitation or acquisition; evaluate proposals and make recommendations. Oversee the implementation of sustainability initiatives, managing budgets, timelines, and resources, and ensuring projects are completed successfully.
- Supervise established programs of housing rehabilitation, first-time buyer, Below Market Rate (Inclusionary) Program, capital improvements and community facilities, and competitive subrecipient grant awards for social services.
- Prepare a variety of reports on housing preservation and development, and other related City activities; gather and analyze data; recommend appropriate action.
- Maintain a high level of public relations with City residents, neighborhood associations, nonprofit organizations, developers, lenders, and real estate professionals.
- Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
- Evaluate and review program goals, objectives, and strategies and recommend changes to programs, policies or procedures that will facilitate ongoing success.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Coordinate program activities with other City departments, outside agencies, and other interested parties.
- Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects.
- Prepare staff reports and make presentations for Council, Subcommittees, Ad Hoc Committees, community groups and stakeholders.
- Represent assigned operations and programs at City Council, other boards and commissions, and at professional and public meetings, as required.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of expertise; incorporates new developments as appropriate into programs. Train professional, technical and clerical staff on relevant matters.
- Ensure compliance with federal and state laws and regulations; ensure consistency with local objectives and community requirements.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements disciplinary actions.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities

and makes recommendations for improvement.

- Keeps informed of trends in the housing and sustainability field, including legislation, court rulings, and professional practices and techniques; evaluates their impact upon city operations and recommends policy and procedural improvements.
- Represents the city with outside agencies and organizations; participates in outside community and professional groups and committees; develops marketing information for the city's housing plans and programs; performs outreach to publicize these programs, including organizing and conducting community meetings and attending other public forums; provides technical assistance as necessary.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws and regulations concerning housing, sustainability, and land use. Grant writing and grant administration oversight and implementation experience
- Principles of building, zoning, and applicable local codes.
- Private financial institutions, including procedures, requirements, underwriting, real estate principles, and eligibility criteria pertaining to housing preservation and production. Familiarity with environmental regulations and green building standards.
- Federal and state laws pertaining to funding sources.
- Principles and practices of organization, administration, personnel, budget and project management. Complex financial analysis and research procedures.
- The utilization of generalized and specialized computer application systems and programs.
- Advanced principles, practices, regulations and trends in housing, financing, land acquisition, construction, rehabilitation and historic preservation.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Research methods and sources of information related to housing production and preservation; evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, staff, governmental agencies and various business, professional, and educational organizations.
- Principles, practices, and techniques of public administration, sustainability policy, energy efficiency, electrification, climate change action, and greenhouse gas emission reduction in a public agency setting.
- Practices of researching sustainability issues, evaluating alternatives, making sound recommendations

Ability to:

- Analyze, interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance and neighborhood improvement.
- Interpret and housing and department policies and procedures.
- Analyze, interpret, explain, and implement various Federal, State, and third-party regulations,

rules and procedures, and department policies and procedures.

- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs. Understand and apply interpersonal skills to work effectively with internal and external partners.
- Plan, prioritize, communicate, delegate and monitor a variety of concurrent projects while meeting critical deadlines. Analyze and synthesize data and complex information; write comprehensive reports.
- Plan, organize, train, supervise, review and evaluate the work of staff in a manner conducive to independent judgment, high performance, and personal accountability.
- Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines. Negotiate and prepare written agreements.
- Work effectively with elected officials, the community, stakeholders, city staff, resource agencies and contractors.
- Prepare and monitor budgets; manage contractors and contract service budgets.
- Exercise independent judgment and initiative with minimal supervision.
- Make sound decisions in a manner consistent with essential job functions.
- Plan, direct, and coordinate subordinates work duties.

Education and Experience:

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

Four (4) years of increasingly responsible experience and demonstrated proficiency in housing, sustainability, or community development, including two years of lead or supervisory experience; three years of increasingly responsible experience in community housing and/or sustainability.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public policy, public administration, or related field. A Master's degree in a related field is desirable.

Substitution of Education:

An additional six (6) years of full-time paid or other equivalent experience performing in housing, sustainability, or community development may substitute for the required education.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring

frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.