

Salary/Benefits*

Salary: Annual salary in a range from \$103,487 to \$125,790 annually (pending Council approval). Appointment will be made at a salary commensurate with the applicant's qualifications within this range.

Benefits: A complete management fringe benefit package is available including 120 hours of vacation per year, and increases with City service. Credit for prior public service will be considered. Forty hours of Management Leave is provided each July 1st (pro-rated the first year). Personal Leave in the amount of 32 hours is granted annually on July 1st (pro-rated the first year). The City observes 10 holidays each year. Sick Leave is accrued at a rate of 96 hours per fiscal year. Employees have the option to choose other City paid benefits, including medical, dental, vision, life, deferred compensation, and medical exam reimbursement up to a total cafeteria plan amount of \$20,112 a year. A contribution of 1.45% must be made to Medicare. California Public Employees Retirement System (CalPERS) Miscellaneous formula: "Classic" members: 2.7% @ 55; employee contributes 9.810% of salary. "New" members: 2% @ 62; employee contributes 6.75% of salary. The City does not participate in Social Security. An employee funded tax deferred savings plan is also available.

*Salary, benefits and retirement formula are subject to change

Supplemental Questionnaire

INSTRUCTIONS: Responses to the following questions are required in addition to a resume and City application. Supplemental questionnaires will be reviewed with each application to determine the most qualified candidates. Responses such as "see application or resume" will not be accepted. Please limit your responses to a maximum of four (4) total typed doubled-spaced 8 1/2" x 11" pages.

1. Describe your experience analyzing and/or formulating public financing (or refinancing) scenarios for affordable rental housing development including your experience with Low-Income Housing Tax Credit (LIHTC) financing. Please be detailed in explaining your previous experience with any real property title issues you have encountered and the legal documents you have prepared.
2. Describe your experience managing federal entitlement grant programs such as CDBG and HOME, revolving loan programs and homelessness prevention programs. Please be detailed in explaining your previous experience, employers, length of employment, and duties assigned. What skills did you attain that qualify you for this position with the City of Santa Barbara?
3. Please describe your experience supervising or managing staff in a Community Development Housing & Human Services environment. Include the number of staff, your tenure in the supervisor / manager role, your management 'style', and provide examples of how you handled challenging staff issues.
4. Why do you feel that this position with the Santa Barbara Community Development Housing & Human Services Division is right for you at this time in your career?

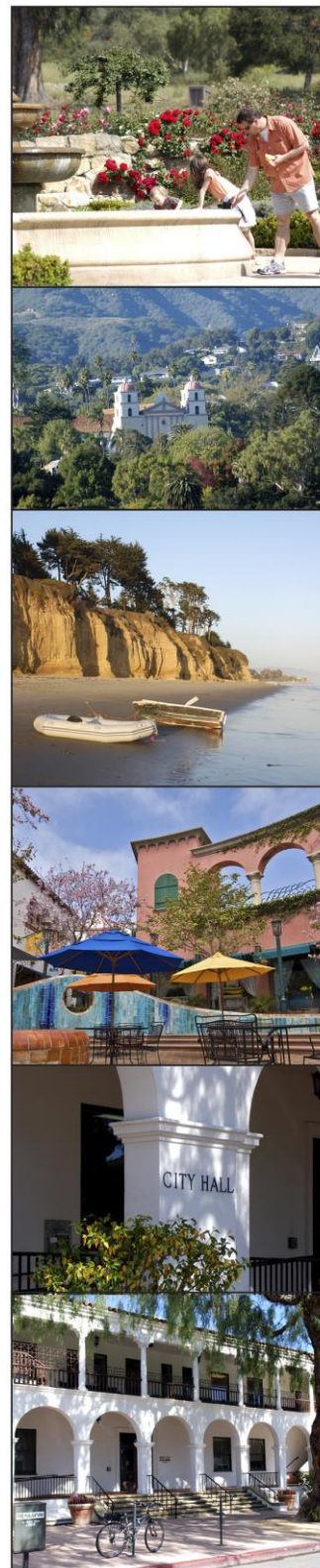
Application and Selection Process

It is important that your application, resume, and supplemental questionnaire show all the relevant education, training, and experience you possess which qualifies you for this position. All applications, resumes, and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to an interview panel. The successful candidate's employment history and background will be thoroughly evaluated prior to appointment.

CITY APPLICATIONS AND SUPPLEMENTAL QUESTIONNAIRES ARE BEING ACCEPTED ON A CONTINUOUS BASIS UNTIL THE POSITION IS FILLED.

You may visit the City's website to view more information and to complete the application and required supplemental questionnaire: SantaBarbaraCA.gov/jobs.

The City of Santa Barbara is an **Equal Opportunity Employer**.



Career Opportunity in a Beautiful City on the California Coast

City of Santa Barbara

Invites Applicants for

Housing & Human Services Manager

(Pending Council Approval)

Our Community

Santa Barbara is among the world's most desirable places to work and live. Quietly nestled between the Pacific Ocean and the Santa Ynez Mountains, Santa Barbara represents the essence of Southern California — the art and culture of a metropolitan city with the heart and hospitality of a small, beautiful coastal town. Located just 90 miles north of Los Angeles, Santa Barbara provides a unique living environment. The City offers its approximately 90,000 residents a year-round mild climate with an average temperature in the 70s, magnificent beaches, mountains and parks within minutes of a bustling downtown.

Among the City's many amenities are excellent healthcare services, abundant shopping and dining, beautiful beaches and harbor facilities, a municipal golf course and a newly renovated municipal airport. Institutions of higher learning include the University of California at Santa Barbara, Santa Barbara City College, Westmont College, and Antioch University. With so many choices of restaurants, cultural events, outdoor recreations and leisure activities, Santa Barbara offers something for every taste and lifestyle. Santa Barbara is a truly a magnificent and unique place to live and work.

The Position

Under the administrative direction of the Community Development Director, the Housing & Human Services Manager plans, organizes, manages, and directs the work of the Housing and Human Services Division; promotes and evaluates program performance; establishes and revises policies and procedures; evaluates lending strategies for affordable housing projects; manages programs, contract services, and division budgets; coordinates City response to homelessness; supervises, assigns, and reviews the work of staff responsible for Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Housing Rehabilitation Loan Program (HRLP), Affordable Housing Programs (rental and owner-occupant), Human Services, Rental Housing Mediation Program, and fair housing/discrimination; provides staff support to the Community Development and Human Services Committee and Rental Housing Mediation Board, and outside officials; and performs related duties as required.

Community Development Department

The Santa Barbara Community Development Department is comprised of 73 employees with an annual budget of \$14.7 million. Its mission is: "To preserve and enhance the quality of life in the City of Santa Barbara by promoting appropriate design, safe construction, and strong neighborhoods." The department is responsible for Planning, Building and Safety, Housing and Human Services, and related Administrative functions.

The purpose of the Housing Development and Preservation Program is to foster an inclusive and balanced community by promoting and facilitating rental housing that is affordable to very low and low-income households, and ownership housing that is affordable to primarily moderate-income households. The City has done well in creating a level of affordable housing that constitutes approximately 15% of the City's housing stock. Program staff monitor affordable housing covenants and evaluate proposals from local housing providers requesting financial assistance and / or other development incentives from the City for construction of new rental or ownership housing or to preserve existing rental housing. Housing developed or preserved in partnership with the City remains affordable for 90 years pursuant to an agreement recorded against the title.

The City's Human Services and Community Development Block Grant (CDBG) programs allocate grants to help support local non-profit organizations that provide social services to low- and moderate-income City of Santa Barbara residents. The program also provides CDBG capital funds for construction and economic development activities that benefit low- and moderate-income City neighborhoods and individuals. For more than three decades, the City of Santa Barbara has allocated General Funds to support organizations that provide direct human services to low-income City residents. Until 1986, the Federal government provided funds for this purpose through the Federal Revenue Sharing Program. When Federal support was eliminated, the City Council continued its commitment to this endeavor with the Human Services grant program.

The purpose of the Rental Housing Mediation Program (RHMP) program is to resolve rental housing disputes by offering information on residential Landlord - Tenant rights and responsibilities and provide mediation services to residents of the City and other contracted jurisdictions.

The City's response to homelessness includes coordination with Home for Good Santa Barbara County, homeless service providers, local businesses, Restorative Policing, and other City departments, as needed.

The Ideal Candidate

The ideal candidate will be an innovative professional with honed communication skills who possesses a combination of technical and managerial skills to lead, motivate and direct the activities of multiple professional Housing & Human Services personnel. The ideal candidate will have comprehensive knowledge and experience with the principles and practices of real estate law & documentation, real property title, real estate financing principles, practices and analysis, lien and foreclosure regulations, Low Income Housing Tax Credit financing, CDBG and HOME regulations, real estate management, landlord/tenant rights and responsibilities, and efforts to reduce homelessness and its impacts.

The ideal candidate will be a skilled communicator able to work independently under stressful situations, and represent the division in a positive and credible manner within the community, and with municipal, state and federal officials. The ideal candidate will have excellent writing skills.

The ideal candidate will establish short-range and long-range plans and objectives to (1) move the division forward in service to the community, keeping abreast of changes in policy, methods, operations, budgetary and equipment needs, as they pertain to division operations and activities, and (2) provide the best service available to the City of Santa Barbara and the employees this position oversees.

City Government

Santa Barbara is managed by the Council/City Administrator form of government. City government services are provided by ten departments: Administrative Services, Airport, Community Development, Finance, Fire, Library, Parks and Recreation, Police, Public Works, and Waterfront. The City Administrator is also the appointed City Clerk/Treasurer. Santa Barbara has 1,038 full-time equivalent employees, a \$318 million budget for fiscal year 2018, and eight recognized bargaining units. The seven-member City Council is elected by district, except for the Mayor who is elected at-large.

The City provides a full scope of services to the community, including public safety (fire and police), library, parks, recreation, planning, engineering, water, storm drain, refuse, and wastewater; and includes a municipal airport, golf course, and harbor.

Santa Barbara serves as the county seat as well as the county's financial and retail center. Research and development, high tech, and light industry businesses play an important role in Santa Barbara's economy. Year-round tourism also produces jobs and revenue for the City.

