



# HOUSING SERVICES MANAGER





*MISSION STATEMENT: Preserve, protect, and provide innovative services that enhance the quality of life for residents, visitors, businesses, and our communities.*

## THE COMMUNITY

Located along six miles of Pacific coastline in northern San Diego County, the City of Encinitas offers a unique blend of old-world charm and sophistication, and new-world culture. Incorporated in 1986, the city brought together the communities of New Encinitas, Old Encinitas, Cardiff-by-the-Sea, Olivenhain and Leucadia to create a single city rich in history and steeped in tradition. With a population of 60,000 people, the City of Encinitas has something for everyone. With its pristine beaches and rolling hills, famous Botanic Garden and vibrant downtown business district, the City of Encinitas attracts visitors from all over the world.

The century-old Downtown 101 coastal shopping district features historic architecture, quaint shops, sidewalk cafes, specialty retail stores and upscale restaurants. Encinitas is home to some of the most beautiful beaches in California and is known for its excellent surfing conditions. Each year, surfers from all over gather in Encinitas to compete in local surfing tournaments. The San Elijo Lagoon Reserve boasts the largest coastal wetland in San Diego County and is home to nearly 300 different bird species throughout the year.

San Diego Botanical Gardens, complete with an Amazon Rainforest, showcases the largest display of bamboo in the world, while the gardens of the Self Realization Center offer spectacular views of the Pacific Ocean in a serene garden-like setting. Golf enthusiasts can enjoy a round of golf at the Encinitas Ranch Golf Course, a championship 18-hole, par 72 course with panoramic ocean views. This public facility has five tees and facilitates golfers at all skill-levels. The warm California sunshine provides for year-round enjoyment of our beautiful parks, beaches and trails and makes Encinitas a spectacular place to live, work, visit and raise your family.

## CITY GOVERNMENT

Incorporated in 1986, Encinitas is a General Law City operating under the Council-Manager form of government. The City Council consists of a Mayor elected at-large and four City Council Members elected by district. The Mayor serves a two-year term and Council members are elected on staggered four-year terms. The Deputy Mayor is selected each year by a majority vote of the City Council.

The City Council provides the overall direction for the City through an annual strategic planning session. It is also responsible for passing ordinances, adopting the budget, appointing commissions and hiring the City Manager and City Attorney. The Mayor and City Council serve as Board Members of the San Dieguito Water District, Encinitas Housing Authority, and the Encinitas Financing Authority.

With approximately 248 full-time City and San Dieguito Water District employees, the City provides a full range of services including fire and paramedic services, marine safety, development services, street maintenance and construction, water and wastewater, parks beaches and trails, and recreation. Law enforcement services are provided through a contract with the San Diego County Sheriff. The General Fund operating budget for FY 2020-21 is \$71.9 million.

The City's Strategic Plan focuses on four major areas:

- Attain a legally compliant housing element.
- Better incorporate the rail corridor into our neighborhoods.
- Improve connectivity and mobility for all.
- Promote green initiatives and protect natural resources.

The Encinitas organization is characterized by its "Secret Sauce." The ingredients of this Secret Sauce are what we do right to provide exceptional customer service. This includes our intrinsic values of dedication and accountability, teamwork, professionalism, going above and beyond and being informed.

The City has a collaborative culture and operates as a cross-functional, customer service team. Regular strategy sessions and Citywide trainings ensure that resources are shared across the organization in order to deliver the highest level of customer service to the residents.

To learn more about the City of Encinitas please visit:  
<https://encinitasca.gov>.

# THE DEPARTMENT

The Development Services Department consists of two divisions: Engineering and Planning. The Engineering Division oversees Capital Improvement and Traffic Engineering. The Planning Division is responsible for Advanced Planning, Building Permits, Code Enforcement, Housing Resources, Land Development, and Regulatory Permits. The Department is comprised of 48 full-time employees within the Engineering and Planning Divisions with a FY 2020-21 budget of \$9.9 million, and the divisions work together to enhance the style and character of the community by balancing growth, preservation, and conservation for those who live, work and play in Encinitas.

## THE POSITION

The Housing Services Manager will coordinate, develop, administer, and monitor a wide variety of programs and projects to ensure a comprehensive approach to affordable housing and homeless services programs within the City's Housing Section including the Housing Authority within the Development Services Department, in accordance with Federal, State, and local regulations, policies and procedures. Coordinates, develops, administers, and monitors affordable housing opportunities, housing rehabilitation opportunities, new low- and moderate- income housing projects, rental assistance programs, homeless and social services programs, and perform a variety of tasks in the development and implementation of goals and objectives in support of assigned housing programs.

### Key responsibilities for the **Housing Services Manager**:

- Cultivate and facilitate opportunities for affordable housing for low to moderate income households.
- Develop and implement the City's housing program including the inclusionary housing program; monitor compliance of subsidy agreements between the City and affordable housing providers.
- Monitor housing program compliance with Federal law and regulations; monitor application procedures and processes; recommend revisions to City ordinances related to housing assistance; analyze and implement Federal, State, and local guidelines.
- Provide information and resolve problems with applicants, tenants, owners, and the public. Conduct informal reviews with applicants and tenants with regard to program violations and proposed denial or termination of assistance.

- Manage and maintain the housing program's property leases and licenses; coordinate activities with developers, business groups and outside agencies as related to agreements and covenants; develop, negotiate, and administer agreements.
- Preserve existing affordable housing units and acquire and/or rehabilitate units for affordable housing purposes.
- Responsible for coordinating affordable housing development project activities including due diligence, acquisition, financing, procuring, and managing consultant contracts, coordinating necessary permits, and oversight of development projects through completion.
- Oversee compliance of existing affordable housing units; with assistance of legal counsel, develop documents necessary for securing affordable housing restrictions, such as development agreements, affordable housing agreements, promissory notes, and the like.
- Work with social service providers regarding the housing needs of special needs populations, such as seniors, victims of domestic violence, veterans, and individuals experiencing homelessness.
- Recommend and assist in the implementation of goals and objectives for the Housing Section; develop policies and procedures to implement Federal requirements for the CDBG Program, Section 8 Rental Assistance, HOME Partnership Act, housing rehabilitation, and other affordable housing and homeless programs.
- Participate in the preparation and administration of the division budget including Housing Authority, CDBG, affordable housing fund, HOME, and first-time homebuyer programs; prepare annual budgets for Section 8 Rental Assistance Program under the Annual Contributions Contract with the U.S. Department of Housing and Urban Development; and monitor expenditures.
- Recommend and assist with the CDBG program including proposal evaluation, implementing citizen participation plan, preparing applications to HUD, monitoring subrecipient and City department funded projects, ensuring compliance with all Federal regulations, and providing annual and quarterly reports to HUD.
- Recommend and assist with the development and administration of the Five- Year and annual plans and reports for the Consolidated Strategy and Plan to identify and implement the City's community development goals.
- Manage the Housing Authority; acquire properties/ land; develop low-income housing projects through new construction or rehabilitation; implement Section 8 Rental Assistance Program; apply for Federal grants; issue housing revenue bonds.
- Assist affordable housing projects through the development process; conduct promotional programs on affordable housing; evaluate barriers to affordable housing with the assistance of the Housing Commission/Committee; provide recommendations to the Planning Division, Planning Commission, and City Council.
- Develop, recommend, and implement practices and processes that further the City's initiatives aimed at preventing, reducing, and ending homelessness, including





the implementation of the City's Homeless Action Plan; coordinate homeless census programs as required by City, County, and US Department of Housing and Urban Development (HUD).

- Develop and coordinate homeless services with County programs and services; oversee coordination of services with local agencies, community resources, and other the service programs; maintain contracts and agreements.
- Act as an advisor on all housing and homeless-related issues; assure record management in accordance with legal requirements and city policy; represent the City in relations with the community, local, state, and federal agencies, and professional organizations.
- Oversee programs and processes, including accounting of City inventory when available, of Accessory Dwelling Unit development. Recommend improvements and innovation to the existing program. Provide regular updates regarding progress to City Council.
- Effectively interface and serve as a liaison with City staff and departments, businesses, and residents regarding core City resources and services including affordable housing, home improvement programs, tenant housing, homeless resources, and other community programs; respond to inquiries and complaints.
- Prepare various reports on proposed policy, operations, and activities; prepare written and oral presentations to City Council, boards, commissions, and various community groups and agencies.
- Research grant opportunities and development of grant applications to support housing initiatives in the City.
- Perform related duties and responsibilities as assigned.

## THE IDEAL CANDIDATE

The ideal candidate shall be a public servant and capable of stepping up as a key member of the City's leadership team and exhibiting a dynamic, innovative approach to this important work. The successful candidate in this role shall be a collaborative, respectful, trusting, and engaging leader that has a strong commitment to the Encinitas community, the vision to ensure that residents have access to quality, livable, and maintained affordable housing options, and provide access to necessary services and resources. A background in public housing strategy and policy, Section 8 programs, redevelopment, grant funding and homeless initiatives is key for this role. Familiarity with HUD policies on the national level is important to plan for future needs and growth, and



prior experience with community revitalization is desirable. This position will also be responsible for developing annual goals and strategies for meeting local housing needs, as well as acquiring grant and partnership funding.

### Core Competencies for the Housing Services Manager:

- **Community Engagement:** Acts as liaison to advisory committees and local agencies, providing technical and professional expertise. Serves on intergovernmental task forces. Makes formal presentations. Works with citizens, tenants, landlords and staff to resolve complaints and problems, providing timely resolution. Provides expertise on technical, complex issues regarding program administration. Oversees the maintenance of the city-owned public housing properties, including preventive maintenance plans.
- **Business Acumen:** Administers and authorizes expenditures for all federally funded projects including the formal draw from the national computerized financial system. Develops, prepares and monitors federal budget requests and expenditures. Oversees the preparation of finance documents for both internal and external auditors. Oversees an extensive accounting section and administers contracts with external financial contractors. Develops and administers new grant funding. High level written and communication skills.
- **Political Awareness:** Researches and prepares Council communications and correspondence to federal and state agencies. Monitors national legislative issues affecting federal housing program, anticipates potential changes to the programs, implements changes to meet new federal HUD policies.
- **Research Capability:** Conducts research on national and state housing related programs, works with city departments and other agencies to deliver self-sufficiency programs and share resources concerning programs. Innovation and creative initiatives for homelessness, along with diversity outreach.
- **Results Oriented:** Oversees the development of comprehensive evaluation reports and strategic long-range agency plans including, program policies and procedures, and long-range capital improvements projects; implements goals and objectives for the Homeless Action Plan.
- **Regulatory & Compliance Expertise:** Interprets, administers, and monitors federal regulations related to housing and homelessness programs. Approves and monitors the administration of leases and contracts to ensure compliance with HUD regulations.





## EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:** Four years of responsible professional experience with governmental housing programs and services, community services, homeless services, housing assistance payment programs, affordable housing development or related affordable housing programs.

**Training:** Equivalent to a bachelor's degree from an accredited college or university with major course work in social sciences, public health, public administration, business administration, planning, or a related field.

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:** Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

## COMPENSATION AND BENEFITS

Salary for this position is **\$90,510 - \$133,726**, and is commensurate with qualifications and experience of the successful candidate. The City of Encinitas also offers an excellent array of benefits.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The first review of resumes will begin on **Friday, May 21, 2021**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references (who will not be contacted without prior notice).

To review more information on the position, and to submit your materials visit:

<https://www.cpshr.us/recruitment/1775>.



For additional information about this position please contact:

**KYLIE WILSON**

CPS HR  CONSULTING

**(916) 471-3325 • [kwilson@cpshr.us](mailto:kwilson@cpshr.us) • [www.cpshr.us](http://www.cpshr.us)**

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in late-May. The City anticipates conducting interviews in early June. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.