



## PROGRAM MANAGER - HOUSING

City of Moorpark, California

Salary: \$91,374.40 - \$122,886.40 annually

plus EXCELLENT BENEFITS

Under general direction of the Community Development Director, the Program Manager will oversee and participate in the development, implementation and maintenance of the City's Housing Program, may administer, coordinate, plan, develop, negotiate, and generally manage the activities and operations of the City's Housing Programs including for-sale first time home buyer housing, rental units, and rehabilitation programs. The City intends to create and protect housing opportunities within the City, which aim to provide housing to meet the needs of various income levels, household sizes and preferences. The Program Manager may coordinate code compliance activities; perform a wide variety of responsible and complex administrative and analytical duties; oversee assigned administrative processes, procedures and programs; and provide information and assistance to the public, City staff and other agencies and entities regarding the Housing Program.

**QUALIFICATIONS:** • Knowledge and experience in the areas of subsidized housing assistance programs, income eligibility, grant program development and management. • Understanding of financial and funding resources and management (housing trust, rehabilitation, and construction) for affordable and market rate housing, retention and expansion of housing programs, business, agency and housing liaisons, market and trend analysis. • Understanding of HUD and HCD programs, restrictions and applications to local programs, familiarity with CDBG and HOME programs, general knowledge regarding loan underwriting and the real estate transaction process. . Strong customer service and communication skills

**REQUIREMENTS:** Five years of increasingly responsible administrative and analytical experience for a municipal government agency or non-profit agency housing program experience, including two years of supervisory responsibility. Experience with development of market rate housing, affordable for-sale and rental housing, financing, and rehabilitation programs is desirable. Bi-lingual Spanish desirable. Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, urban studies, economics, or a related field. A Master's degree is desirable. Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

This is a continuous recruitment, **open until filled**. Apply immediately. Early application is encouraged. First review of applications is Monday, June 20, 2022. For a complete job description and to apply go to: [www.moorparkca.gov/jobs](http://www.moorparkca.gov/jobs)