



Range: SM-4
FLSA: Exempt
Date: July 1, 2024

HOUSING MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs responsible administrative work involved in the operation of an assisted and/or affordable housing program. Develops housing programs and implements the housing action plans for affordable and workforce housing. Provides support in planning, coordinating, implementing, and maintaining a comprehensive affordable/workforce housing program for the City of Sedona.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.
Provides supervision over the Housing Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Collaborates with City departments, non-profit and community partners, developers, and state, regional, and national housing, and funding agencies to establish housing options achievable, sustainable and accessible to the local workforce.
2. Creates, manages, and plans the cities' housing programs, action plans, and goals.
3. Lead the implementation of the multi-year strategic vision and direction for the cities' housing work which includes implementation of the Housing Action Plan.
4. Proactively proposes, evaluates, and executes residential and affordable housing strategies for implementation; projects will include both the creation of the housing itself as well as identifying future needs, attracting investors, and developers.
5. Prepares and successfully implements the housing annual work program through demonstrated and measurable action steps and ensures the work is completed in a timely, effective, and fiscally responsible manner.
6. Builds and maintains effective working relationships with city staff, stakeholders, partners, employers, and real estate professionals.
7. Monitors data, stakeholder input, and identifies gaps in current housing program efforts; establishes systems approach that facilitates actions to remedy identified issues.
8. Develop new programs to promote affordable housing which address a broad range of housing needs and income levels, including down payment and homebuyer assistance, renter

assistance, group and senior housing, and related community development and zoning programs to assist housing initiatives.

9. Expand the range of housing assistance available by seeking new grants, loans, and other funding sources, and by establishing partnerships with private non-profits, lenders, housing consortia, community housing and development organizations, church groups and others.
10. Manages and provides professional counsel and recommendations on the utilization of fee in lieu payments collected by the City of Sedona to supported housing programs.
11. Creates and maintains a compliance process to ensure affordability requirements in development agreements are met.
12. Attends community and regional meetings and seeks input from a diverse group of community, internal and regional stakeholders to create housing policies and programs to meet the needs of the community and its residents.
13. Creates presentations for informational meetings as well as formal public hearings.
14. Develops financial pro-formas detailing the suitability of projects for inclusion as affordable housing properties and analyzes joint venture proposals.
15. Manages housing program budgets. Makes housing budget recommendations as needed to city councils.
16. Identifies and searches out financial resources and ongoing sources of funding for housing.
17. Works with city attorneys to write and review contracts for the purchase of real property, and function on behalf of the municipality in the creation of joint funding and development agreements, memorandums of understanding, and other binding documentation necessary in the development of affordable housing.
18. Ensures an accurate and complete database of affordable and diverse housing units. Maintains and ensures compliance as needed.
19. Ensures long range workforce housing related planning documents remain pertinent, relevant, and up to date.
20. Ensures timely, accurate and responsive answers to questions directly from the public and internal customers.
21. Keeps abreast of developments within the municipal housing field by subscribing to professional journals and publications, attending conferences and seminars, and associating with appropriate professional organizations.
22. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Housing programs, policies and theories which permits independent performance in carrying out significant difficult, complex assignments.
- Project management skills including the ability to exercise independent performance as well as setting the vision for the team in project assignment, accountability and completion.
- Program development, monitoring, and evaluation techniques.
- Principles and practices of supervision.
- Principles and practices of public administration and public housing management.
- Community resources available to assist residents.
- Contract negotiation methods and legal procedure.
- Principles, methods, and practices of municipal budgeting.
- Affordable housing policies and programs or similar income-based social/public services.
- Maintaining confidential and sensitive information.
- Basic principles and practices of data collection, spreadsheets, and report preparation.

- Office procedures, methods, and modern computer equipment and software including Microsoft Office Suite.
- Pertinent federal, state, and local policies, laws, and regulations.

Ability to:

- Prepare and execute strategic plans for housing programs and initiatives.
- Provide insight in real estate development, affordable housing, city planning and land use, local government and private sector financial considerations and advocacy.
- Demonstrate cultural competence to effectively interact, work, and develop meaningful relationships with people of various identities, perspectives, and diverse backgrounds.
- Implement effective education, facilitate difficult conversations, negotiate, and engage with the community on all levels, translating complex issues into understandable concepts and decision points.
- Use data analytics to drive decision making, develops and interprets metrics to track progress and assist in achieving long-term goals and strategies.
- Provide support and advocacy for equity, diversity, inclusion, and fair housing principles.
- Perform a broad range of supervisory responsibilities.
- Speak effectively and clearly in all situations, including individual communication, public speaking, and small groups.
- Comprehend and make inferences from written materials.
- Possess a high level of integrity and sense of ethics.
- Coordinate multiple projects and set priorities and objectives.
- Work in organized team effort and assist in problem-solving work-related issues for continuous improvement in work efforts.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Experience and Training Guidelines

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:

Experience and Education:

A Bachelor's degree in relevant and related housing, land use, planning, public administration, real estate, policy, and sustainability disciplines required; Master's degree preferred.

Minimum five years of progressively responsible managerial/administrative experience in housing development and/or management and strategic policy making including five years of leadership and policy development experience in a highly competitive housing market.

WORKING CONDITIONS

Office environment with occasional meetings, inspections and site visits to homes and undeveloped land. Some public and group interaction may be required.

Physical Conditions:

Duties may require sitting for prolonged periods of time, working closely with others, and general manual dexterity.