



Position Description

Title:	Housing Manager	Department:	Community & Economic Development
Type:	Regular, Full-Time	FLSA Status:	Exempt
Pay Range:	M/102	Revised:	05/2025

DEFINITION

The Housing Manager will plan, organize, and administer the Town's housing program; manage a variety of housing grant programs; explore and pilot innovative housing solutions (policies, programs and projects) under the Town's Housing Now! initiative; communicate and engage with the public and partner agencies on the Town's housing initiatives; provide legislative analysis on housing related issues; and provide technical assistance on housing issues and programs to the Town Council and Commissions.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Community and Economic Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Plans, manages, and administers a variety of programs, grants, and projects to ensure a comprehensive approach to affordable community housing.
- Develop an ongoing work program for the Town's housing program based on staff capacity which includes programming the dedicated funding for housing received through Measure L and other funding sources and implementation of the the action items from the Town's 2019-2027 Housing Element, the 2017 Housing Action Plan, and the Housing Now! initiative. The work program should provide innovative, creative, and practical solutions to long-term housing needs and address the full range of the community's housing needs from lower-income groups (\leq 80% AMI) up to moderate-income groups (\leq 200% AMI).
- Participates in the development review of workforce housing development proposals.
- Coordinate real estate transactions, including, but not limited to acquisition, disposition, and escrow.
- Administration of the Town's workforce housing portfolio including compliance monitoring, processing resales and refinances, and developing working relationships with developers, realtors, title companies, lenders, non-profits, and other stakeholders.
- Analyze the community's housing needs, conduct assigned research, and gather, analyze, interpret, and prepare data for studies, reports, and recommendations.
- Ensure the Town's regulatory documents support the development of workforce housing and reduce regulatory barriers that hinder workforce housing development, and when necessary, prepare proposals for amendments to the regulatory documents to address barriers to workforce housing development.
- Assist with preparation and implementation of the Town's Housing Element and other housing-related strategic-planning documents.

- Manage CDBG, HOME, and other housing grant programs and oversee associated grant subrecipient agreements with Eastern Sierra Community Housing; administer and monitor program grants and loans to individuals and organizations; track and ensure the Town's compliance with all related federal and state regulations as they relate to housing; oversee the preparation of required periodic and annual reports.
- Participate as directed by the Community and Economic Development Director on the continued development of units on The Parcel (25 +/- acres of Town-owned property committed to housing).
- Monitor current and proposed federal, state, and local housing legislation to assess its impact and to develop the Town's legislative response either in support of or opposition of such legislation.
- Confer with builders, engineers, contractors, attorneys, architects, and the public on matters related to the Town's housing program.
- Advise and assist the Planning and Economic Development Commission and Town Council with respect to housing.
- As needed, present to and meet with commissions, Town Council, and the public to discuss Town housing programs and policies.
- Respond to public inquiries regarding Town housing programs and projects.
- Initiate, organize, and participate in community information outreach programs on housing and prepare internal and public facing materials on housing programs and initiatives.
- Assist with preparation of the department budget.
- Participate in the preparation of grant applications.

QUALIFICATIONS

Knowledge of:

- Affordable housing programs.
- State and federal grant programs, such as CDBG, HOME, LIHTC, and Homekey
- State housing element laws and processes.
- Principles, practices, procedures, terminology, laws, rules, and regulations pertaining to housing loan programs, grant applications and administration, housing development, financing, land acquisition, construction, and rehabilitation.
- Research methods and sources of information related to housing programs.
- Current trends and developments in the area of housing.
- Technical report writing.
- Pertinent state, federal, and local laws, codes, and regulations.
- Principles and practices of management including: organization, administration, budgeting, and personnel management.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Manage state, federal, and other agency grant programs
- Develop and implement housing programs that result in the delivery of additional affordable housing units.
- Deal with newly emerging concepts, challenges, and public perceptions.
- Attend and present at Town Council and other public meetings.

- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Interpret and apply administrative and departmental policies and state, federal, and local laws and regulations.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Independently perform complex research, analysis, and report writing including technical and statistical information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Participate in budget preparation and administration.

Experience and Training:

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

Education:

Bachelor's degree from an accredited college or university with major course work in real estate development, urban planning, economics, public or business administration, or a related field.

Experience:

Five years of combined experience administering affordable housing programs; working with residential lending and financial services as an escrow officer, loan officer, or real estate agent and/or the public or non-profit sector in a related position; developing housing projects or managing construction projects; working in or for a California planning agency; experience in affordable housing underwriting and lending; or, broad and extensive professional experience in one or more areas complimentary of the Town's housing objectives.

Licenses:

Possession of, or ability to obtain within the state-required time frame of ten (10) days from hire date, a valid State of California Class C Driver's License with an acceptable driving record. Must pass an appropriate background check prior to the hire date.

Possession of, or ability and willingness to obtain, a California Real Estate Broker's license is desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, typewriter, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform

required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment, and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections, perform site visits, and assess housing units.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGMENT STATEMENT

I, _____, understand the requirements and expectations outlined in this position description. I further acknowledge:

Receipt of a printed and/or electronic copy of the *Personnel Rules*, my position description, and the *Management Employee's Association Memorandum of Understanding...*

or

that I have been offered the documents and refused them...

Additionally, I understand that accepting employment constitutes agreement to all established policies of the Town of Mammoth Lakes, and that I am personally responsible for familiarizing myself with the said policies. I also understand that if I have questions regarding Town of Mammoth Lakes policies, I should consult with my immediate supervisor or Human Resources personnel.

Received and acknowledged by:

Employee Signature

Date