



**The Western Riverside Council of Governments (WRCOG) seeks an interested and qualified person for an exciting position!**

**POSITION: HOUSING TRUST PROGRAM MANAGER**

**JOB SUMMARY:**

Under the direction of the WRCOG Director of Transportation & Planning, the Housing Trust Program Manager is responsible for day-to-day operational components related to the development of a Regional Housing Trust Fund for Western Riverside County. This position requires project management skills and in-depth knowledge of affordable / housing, federal, and state funding grants and sources. This position will provide technical support for securing initial funds to provide the Housing Trust with a directed revenue source.

**EXAMPLES OF DUTIES / FUNCTIONS:**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Under general supervision, duties of the Program Manager may include, but are not limited to, the following:

- Provide support for the formation and operation of the Western Riverside County Regional Housing Trust.
- Prepare applications and proposals to various private and public funding agencies for acquisition, predevelopment, construction, and permanent financing.
- Establish relationships with the private sector to create and foster positive relationships along with Community Based Organizations (CBOs), city departments, residents, elected officials, and other stakeholders.
- Support the identification of potential projects and programs that provide homeless, extremely low, very low, and low-income housing for the WRCOG subregion.
- Represent the Housing Trust in local and regional partnerships.
- Develop non-Trust sources of financial support for Trust operations, Trust-supported projects, Trust-formulated affordable housing policies, and endowments for the Housing Trust Fund.
- Provide technical assistance and expertise on affordable housing grant programs.
- Attend City Council meetings and take necessary action regarding Council agenda items.
- Make formal presentations to city staff, City Council, outside organizations, and businesses, as necessary.
- Other related duties and responsibilities as may be needed and defined by the Director of Transportation & Planning.

*The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

## **SUPERVISION RECEIVED AND EXERCISED:**

The Program Manager will receive administrative, policy, and technical direction from the Director of Transportation & Planning. The Program Manager may supervise analysts, interns, and temporary employees of WRCOG at times.

## **CLASS CHARACTERISTICS:**

The Program Manager receives direction from the Director of Transportation & Planning. The incumbent regularly interacts with the Executive Director, other members of the Executive Management Team, and Agency staff from WRCOG jurisdictions. The incumbent is required to make periodic presentations to the WRCOG Executive Committee, and other WRCOG Committees and public / private sector groups.

## **DESIRED QUALIFICATIONS / EXPERIENCE:**

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

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Public Policy, Urban Planning, or related field. A minimum of five years of progressively responsible managerial, supervisory, and administrative experience. A Master's Degree is desirable.
- Previous work with a Housing Trust Fund is desirable but not required.
- Experience working with Community Based Organizations, Philanthropies, and other Non-Governmental Organizations related to housing and homelessness is desirable but not required.
- A valid California Driver's License and proof of automobile liability insurance.

### ***Knowledge of:***

- Current legislation and regulations related to affordable housing and homelessness.
- Non-governmental funding sources for affordable housing and homelessness.
- Funding programs related to housing and homelessness including but not limited to:
  - National Housing Trust Fund (NHTF)
  - Community Development Block Grant Program (CDBG)
  - HOME Investment Partnership Program (HOME)
  - Low-income Housing Tax Credit Program (LIHTC)
  - CA Debt Limit Allocation Committee (CDLAC)
  - Emergency Shelter Grant Program (ESG)
  - Local Housing Trust Fund Program (LHTF)
  - Permanent Local Housing Allocation Formula Program (PLHA)
  - Affordable Housing and Sustainable Communities Program (AHSC)
  - Multifamily Housing Program (MHP)
- Standard English, grammar, usage, and syntax.
- Microsoft Excel, including familiarity with advanced features.
- Microsoft Office Suite, including PowerPoint and Word.

### ***Ability to:***

- Take responsibility and work independently, as well as coordinate or participate in team efforts.
- Establish and maintain effective working relationships with supervisors, co-workers, customers, local community groups and organizations, and the Executive Committee.

- Exercise sound judgment in applying appropriate policies and procedures.
- Demonstrate creative problem solving.
- Communicate effectively both verbally (by phone and in-person) and in written form.
- Balance the management of projects to be completed quickly and efficiently while demonstrating patience and tact.
- Manage multiple priorities and quickly adapt to changing priorities in a fast-paced, dynamic environment.
- Work occasional overtime or on weekends and evenings to support community events and meetings.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those required for the position. The position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. WRCOG will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

**ENVIRONMENTAL ELEMENTS:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, government officials, business representatives, and the general public.

**COMPENSATION:**

Salary: \$5,454.79 to \$10,285.40 monthly (\$31.48 to \$59.33 per hour), depending on qualifications.

Hours: 9/80 schedule.

Benefits: Benefits include medical, dental, PERS 2% @ 62 (6.75% employee contribution) or 2.7% @ 55 (8% employee contribution) if eligible PERS Classic employee, 10 days of vacation annually, 13 days of sick leave annually, 12 holidays annually, 60 hours of administrative leave, and a deferred compensation plan (Employee Paid Member Contribution).

**APPLICATION:**

A completed [application](#), detailed resume, and cover letter must be submitted / postmarked by the filing deadline to:

Western Riverside Council of Governments  
 3390 University Avenue, Suite 200  
 Riverside, CA 92501  
 ATTN: Chris Gray

Applications can be emailed to Chris Gray at [cgray@wrcoq.us](mailto:cgray@wrcoq.us).

## **FILING DEADLINE:**

Application materials must be submitted / postmarked by **5:00 p.m. (Pacific Standard Time) on Friday, April 16, 2021**. Electronic submittals are acceptable if they are provided by the stated deadline (WRCOG staff may subsequently request original documents).

## **FOR MORE INFORMATION ABOUT THIS OPPORTUNITY:**

For more information regarding this job opportunity please contact Chris Gray, Director of Transportation & Planning, at (951) 405-6710 or [cgray@wrcog.us](mailto:cgray@wrcog.us).

## **ABOUT WRCOG:**

Established in 1991, WRCOG is a Joint Powers Authority and serves one of the fastest growing areas in the State of California and the United States. Today, its 18 member cities and the unincorporated County of Riverside are home to 2 million people, and some 800,000 will join us by the year 2035. In addition to the 19 member jurisdictions, the Eastern Municipal Water District, Western Municipal Water District, and the Riverside County Superintendent of Schools are members of the Agency.

Recognizing that many issues related to growth are not constrained by city or county boundaries, WRCOG focuses on regional matters important to our future. By working together through its committee structure and utilizing existing resources, WRCOG is cost-effective by reducing duplication of effort and sharing information, enabling strong advocacy and strengthening Western Riverside County's standing in southern California and the state. WRCOG's program areas are varied and diverse, and include transportation, air quality, solid waste, housing, environment, energy, economy, growth, and sustainability. WRCOG administers and operates two other Joint Powers Authorities; Western Community Energy and the Riverside County Habitat Conservation Authority.

For more information on WRCOG please visit the Agency website at [www.wrcog.us](http://www.wrcog.us).

WRCOG is an equal opportunity employer.