

CITY OF BALDWIN PARK, CA

INVITES YOUR
INTEREST FOR
THE POSITION OF

HOUSING MANAGER

\$87,663.53 - \$117,477.52 Annually



CITY OF BALDWIN PARK

THE CITY OF BALDWIN PARK

Nestled in the heart of the San Gabriel Valley, the City of Baldwin Park is a diverse and active community with a population of 71,000 and is located 17 miles east of downtown Los Angeles. This progressive City was founded in 1887 and incorporated in 1956 under the general laws of the State of California. Situated strategically at the crossroads of two major freeways, Baldwin Park is convenient to airports, railroads, ports and public transportation. It's 6.7 square miles of abundant shopping, educational and medical facilities as well as an assortment of recreational opportunities.

Baldwin Park's economic vitality is tied closely to its diversified business base and sought after consumer base. The City offers businesses the opportunity to capture the buying power of the San Gabriel Valley, which results in nearly \$12 billion in retail sales annually. Target, Home Depot, Kaiser Permanente, In-N-Out Burger, Wal-Mart and Waste Management Corporation are just a few of the major corporations located in the City, some of which have been here for more than 25 years. Housing choices are extensive and range from income-restricted unit housing for lower-income seniors and families to market-rate units. The City features an array of housing options including new and near-new condominiums and rental properties in several styles and sizes with several more proposed developments in the future. Baldwin Park has a fine complement of neighborhood and community parks including a premier Community Center with full services such as an aquatics center, physical fitness center, boxing and martial arts facility and child care. Baldwin Park sits at the foot of the San Gabriel Mountains, where campers, hikers, cyclists and fishing enthusiasts can gather all year round.

THE ORGANIZATION

Baldwin Park is a General Law City governed by a five member Council, with the Mayor and Council Members being elected at large. The City is led by a dynamic City Council committed to community development, community services and public safety. Council Members also serve as members of the City's Community Development Commission, Housing Authority and Public Financing Authority. In addition, the City has several advisory commissions and encourages public involvement in City activities. The annual general fund budget is approximately \$34.8 million. The total budget including all funds is \$105.5 million. The City has 174 authorized full-time and approximately 157 part time employees.



Baldwin Park Metro Link Station

DISIRED CANDIDATE

The City of Baldwin Park is seeking a team player and someone who is passionate, proactive, enthusiastic, and dedicated housing professional to plan, manage, and direct the programs and activities of the Housing Division of the Community Development Department. This position is a key member of the City's Community Development Team and shall serve at the pleasure of the City Council (at-will) and will report directly to the Community Development Director.



Esther Snyder Community Center

Under general oversight of the Community Development Director, the ideal candidate will direct, manage, supervise, plan and coordinate the activities and operations of the City's Housing Authority and Programs including CDBG, Section 8, housing rehabilitation program, first time home buyer program and housing development; to plan, negotiate, and implement complex affordable housing development projects in the City; to coordinate assigned activities with outside agencies and the general public; to provide highly responsible and complex staff assistance; supervise, train and evaluate staff; perform related duties as assigned.

PRIMARY RESPONSIBILITY

Assume management responsibility for all services and activities of the Housing Authority of the City. Participate in all phases of City-wide housing programs including the planning, budgeting, and implementation of activities related to Section 8, EHV, HOME ARP, project based vouchers, housing rehabilitation, first time home buyer program and housing developments. Coordinate housing programs and CDBG activities with other divisions, departments, outside financial institutions and state and federal agencies. Assist in the developments and implementation of goals, objectives, policies, and priorities for all housing programs. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload; identify opportunities for improvement; identify possible new housing programs according to public interest as necessary. Identify housing opportunities for improving the City's housing stock and provide professional advice and assistance to developers and property owners on strategies for housing development. Develop, plan and supervise a comprehensive housing assistance program involving federal, state, and private funding sources. Provide responsible technical and professional assistance to the Housing Division, Housing Authority, City Departments, Community Development Director, City Council and Chief Executive Officer.

MINIMUM QUALIFICATIONS

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:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, redevelopment, real estate, public or business administration, or a closely related field.
- Or
- Equivalent to a Public Housing Manager Certificate, including training in urban planning, redevelopment, real estate, public or business administration, or a closely related field.
- Five years of experience in the administration or implementation of housing-related programs or general real estate.
- Possession of a valid Class C California driver's license.

Compensation	Annual Salary (\$87,663.53 - \$117,477.52): Starting salary will depend on qualifications, prior experience and skills.
Retirement	Participation in California Public Employees Retirement System (CalPERS). Classic members formula 2.7% @ 55, PEPRA members formula 2% @ 62.
Health/Life	Group life, medical, dental, vision and long-term disability insurance programs are provided.
Insurance	\$1,400 per month for Health and Dental insurance; excess may be received as taxable income or may be placed in our deferred compensation program. \$37.55 per month for Vision insurance. \$60,000 Group term life insurance/AD&D.
Additional Pay	Electronic Device allowance of \$100.00/mo., Administrative Leave of 80 hours per fiscal year, Longevity pay, City contributes \$150.00/ mo. Into a City sponsored 401(a) deferred compensation plan.
Group	At-Will Unclassified Management
Retiree Health	City will pay only the minimum employer contribution to CalPERS that is required by Government Code section 22892(b).
Work Week	4/10 Work Schedule (Monday-Thursday). City is closed on Fridays.
Leaves	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program.
Other	Holidays: 9 fixed holidays per year, plus 20 floating holiday leave hours Optional programs available to employees include: Aflac/FSA/DCC; Additional Life Insurance; Computer Purchase Program; Education Tuition Reimbursement Program; 457 Deferred Compensation Plan.

THE SELECTION PROCESS

- For consideration in this job opportunity, please submit a completed and signed City of Baldwin Park employment application. **Apply immediately! The recruitment is open until filled. The application review will be on Thursday, November 17, 2022. Applications can be submitted at: <https://www.governmentjobs.com/careers/baldwinpark>**
- Applications must be accompanied by a cover letter, resume, and five professional references. Please attach all required information when submitting your application.
- All applications will be reviewed in detail and the most highly qualified applicants will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying) and Appraisal Interviews (100%).
- The successful candidate will be required to undergo a background check which includes fingerprinting, pre-employment medical examination, including a drug/alcohol screening; and must be able to establish both work authorization and identity.

For more information regarding this opportunity, contact our office at (626) 813-5207. Business hours are Monday through Thursday from 7:30am to 6:00pm.

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law. Please note: if you require an accommodation during the selection process, please notify the Human Resources Department.

The provisions of this Brochure do not constitute an expressed or implied contract for employment. Any provision contained in this Brochure may be modified or revoked without notice.