Job Name – JC 330857 – Telework Option – Innovative Projects Manager
Organization – Department of Housing & Community Development
Please have applicants apply by going to this website

Final Filing Date: 10/7/2022

Job Information:

Job Duties

Under the general direction of the Staff Services Manager II within the Innovative Projects Section of the Data and Innovation Unit, the Innovative Projects Manager will coordinate with subject matter experts and direct analytical staff on tasks concerning the Division’s mandates to support local agencies in development of affordable housing on public lands, notably through implementation of Senate Bill 791 (Cortese). SB 791 establishes the California Surplus Land Unit, which is the team charged with supporting the development of housing on local public land. Incumbent’s responsibilities include but are not limited to developing training strategies for and advising their direct reports in the performance of technical assistance activities for local and state agencies and housing developers; program communication and report preparation; data visualization, analysis and research; and stakeholder outreach. The incumbent also provides policy and legislative analyses, advice, and recommendations on housing and community development polices, and actively supports the Department’s mission and policy priorities with an emphasis on measuring program outcomes to identify innovative solutions to addressing California’s shortage of affordable homes. Incumbent must possess political sensitivity to exercise judgement on when it is appropriate to engage a sensitive topic.

Desirables

- Experience with California land use planning and entitlements; project management or portfolio management, particularly with respect to affordable multifamily housing; and understanding mixed use or mixed income development.
- Strong customer service experience.
- Experience with research design, data collection and evaluation.
- Strong analytical, communication, and organizational skills; ability to write in a clear and concise manner.
- Experience conducting workshops for applicants, presenting to public committees, responding to media requests, and speaking publicly.
- Ability to effectively collaborate with and organize diverse stakeholder groups, including local governments, affordable housing developers, local service providers and community-based organizations, federal agencies, and other state departments and agencies.

Essential Functions
Manage analytical staff within the Data and Innovation Unit by providing oversight and guidance to staff in support of divisional priorities, development of complex policy reports, leadership briefings, technical assistance and guidance to governmental partners and housing developers, public-facing policy briefs, talking points, statutorily mandated reports, and presentations. Responsible for ensuring all projects within the portfolio meet deadlines.

Identify, arrange, and approve technical training needs of staff, and direct workflow on multiple department projects and strategic objectives concurrently. Strategically deploy staff to high priority departmental initiatives. Promote quality customer service. Establish and strengthen interdepartmental coordination. Develop procedures and policies to improve services and effective performance of programmatic activity. Assist management in measuring the past and potential impact of policy decisions and activities. Identify and recommend organizational improvements.

Serve as a Department expert on housing and community development policy, representing the Department as needed with external partners and in intergovernmental partnerships. Recommend course and direction for the Department and Division and Unit’s activities. Provide technical expertise, policy analyses, and advice and recommendations on housing and community development issues and legislation. Prepare research and policy briefs, reports, toolkits, and multimedia presentations covering a variety of policy analysis and research topic areas. Perform formal presentations to program and executive staff, control agencies, and external stakeholders to explain and support policy positions, program implementation, and recommendations for adoption by the state and local governments in the interest of addressing the affordable housing crisis throughout the state. Coordinate with Division’s Housing Accountability Unit and Land Use and Local Government Relations Unit as needed.

Communicate performance expectations, provide coaching and feedback to employees in accordance with Departmental Personnel policies and procedures. Oversee personnel matters and other administrative functions as necessary. Conduct performance appraisals and individual work plans with regular performance feedback to managers and staff. Conduct hiring interviews and complete personnel documentation to maintain adequate staffing levels and facilitate the recruitment process. Approve payroll reports, travel, and leave requests of staff pursuant to guidelines. Manage contracts with external consultants.

Other duties as assigned.