



AFFORDABLE HOUSING ADMINISTRATOR

Class Code:
2472

CITY OF SAN ANTONIO

SALARY RANGE

\$45.06 - \$76.60 Hourly
\$93,724.80 - \$159,331.90 Annually

JOB SUMMARY:

Under administrative direction, is responsible for directing and overseeing the coordinated housing system that is coordinated across sectors in San Antonio, and that aligns services, regulations and funding requirements to increase the efficiency and accountability of the coordinated housing system. Provides leadership at the local, state and federal levels. Exercises direct supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Oversees and coordinates all housing activities and functions for areas of responsibility to include Low Income Housing Tax Credit, Accountability Dashboard and the San Antonio Housing Trust Strategic Plan.
- Manages the collection of housing data from all housing agencies in San Antonio and Bexar County.
- Provides recommendations for dedicated revenue source(s) to fund affordable housing; risk mitigation fund policy to limit displacement by private or public funded projects.
- Manages the creation and completion of housing projects, policies and reports; provides recommendations for implementation as directed by the Director or Assistant Director.
- Establishes and ensures compliance with the City's policies and procedures.
- Acts as a resource to and liaison between City Departments within the CoSA as well as external contacts.
- Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established CoSA policies, procedures and guidelines.

- Establish effective working relationships with executive management at agencies across the city involved in housing finance, development, and permitting processes.
- Negotiate and execute affordable housing developments in San Antonio
- Performs related duties and fulfill responsibilities as required.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Seven (7) years of increasingly responsible experience in housing, public administration, urban planning, real estate development, architecture, finance, or a related field.
- Three (3) years of supervisory experience.
- Valid Class "C" Texas Driver's License.

PREFERRED:

- Master's Degree from an accredited college or university.
- Ten (10) years of increasingly responsible experience in housing, public administration, urban planning, real estate development, architecture, finance, or a related field.
- Five (5) years of supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of urban development and housing management.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- Knowledge of public administration practices and local government issues.
- Knowledge of management and supervisory principles and techniques.
- Skill in utilizing a personal computer and associated software programs.
- Ability to meet aggressive deadlines and manage multiple priorities.
- Ability to analyze and present complex projects, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare clear and concise administrative and financial reports.

- Ability to interpret, apply and implement Federal, State and local policies, procedures, laws, and regulations.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff and officials, other governmental officials, community groups, the general public, and media representatives.

PHYSICAL REQUIREMENTS:

Physical requirements include frequently lifting/carrying up to 5 pounds and occasional lifting/carrying up to 15 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment with occasional exposure to hazardous materials, bodily fluids, infectious diseases and unfavorable fumes, vapors and odors.