A UNIQUE OPPORTUNITY

The Sacramento Housing and Redevelopment Agency (SHRA) is seeking a collaborative, team-oriented professional with a passion for public service to become its new Program Manager for Housing Finance and Portfolio Management. This position reports to SHRA's Assistant Director of Housing and Community Development.

THE SACRAMENTO AREA

Sacramento – California's capital city, historic center of the Gold Rush and the center of state government. This vibrant metropolis is known by a number of different nicknames: “Camellia Capital” for the city flower found so abundantly in Sacramento neighborhoods; “City of Trees” due to the countless miles of tree-lined streets and wooded parks in the region; “River City” by virtue of two major rivers (Sacramento and American) that converge near historic Old Sacramento; and “Farm to Fork Capital” for the abundance of fresh food grown and raised nearby. Clearly, Sacramento is much more than just the “Capital City.”

Sacramento is conveniently located between the Pacific Ocean (San Francisco) to the west and the Sierra Nevada Mountains (Lake Tahoe) to the east. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter and Yuba Counties has a population of approximately 2.1 million. Sacramento County has a population exceeding 1.4 million. With a population of approximately 480,000, Sacramento is the sixth largest city in California.

Many factors contribute to the economic success of the region. A principal reason Sacramento has retained its attractiveness is that it offers some of the most affordable housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento’s employment opportunities, moderate housing prices, reasonable cost of living, competitive salaries, and excellent quality of life. Sacramento is proud of its cultural diversity. In fact, Time Magazine declared Sacramento to be the most integrated city in the country.

Sacramento boasts the NBA’s Sacramento Kings, the 2003, 2004, 2007 and 2008 Pacific Coast League champion Sacramento River Cats baseball team, the annual world-class Sacramento Music Festival (formerly Sacramento Jazz Festival), and many other recreational, entertainment and cultural activities. Each December, Sacramento attracts some of the world’s top long-distance runners to the California International Marathon. Historic Old Sacramento, the State Railroad Museum, Crocker Art Museum, Governor’s Mansion, Sacramento Zoo, Sutter’s Fort, American River Parkway, Music Circus, Sacramento Convention Center, California State History Museum and State Capitol Building are other attractions located in the immediate area. Top-name entertainers perform at Sleep Train Arena and Memorial Auditorium. Sacramento will christen the brand new Golden One Center in downtown Sacramento this Fall. Each summer Sacramento hosts the California State Fair which attracts more than a half million visitors annually.

SHRA Mission
To revitalize communities, provide affordable housing opportunities, and to serve as the Housing Authority for the City and County of Sacramento

SHRA
Sacramento Housing and Redevelopment Agency is a joint Powers Authority created as a public Agency by the City and County of Sacramento in 1981. SHRA is the lead public Agency and public developer for the City and the County regarding affordable housing, public housing and redevelopment projects and issues. SHRA’s budgeted headcount is 225 employees and has a FY 2016 budget of approximately $179.5 million. Unique in its structure and authority as a JPA, the Agency is one of the largest of its kind in the state and receives more federal funding for community development than any other entity in Northern and Central California. SHRA departments and offices include Executive, Housing Authority, Development, Finance, Legal, Information Technology, Human Resources, Real Estate and Construction Services, and Public Information. SHRA’s Governing Boards consist of the City Council of the City of Sacramento, the Board of Supervisors of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the Sacramento Housing and Redevelopment Commission which serves in an advisory capacity on SHRA projects, programs and activities.

The Sacramento region offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, kayaking, water-skiing, boating, wine-tasting, and other sports and recreational opportunities abound. Educational opportunities are plentiful with the Sacramento region being home to California State University-Sacramento, University of California Davis, University of San Francisco, Drexel University Sacramento, Sacramento City College, American River College, McGeorge School of Law and other community and four-year college programs.
To view SHRA’s Community Development “Book of Projects”:
http://www.shra.org/CommunityDevelopment/BookofProjects.aspx

IDEAL CANDIDATE

The ideal candidate will be a team player, have a passion for public service, and possess the interpersonal skills to interface with the Program Manager’s numerous stakeholders including staff, the Agency’s other departments, the executive team, partner agencies, the development community, and others. Successful candidates will have extensive backgrounds in affordable housing financing, portfolio and asset management, implementation of local housing ordinances, and multi-family affordable housing development, rehabilitation and underwriting. Knowledge of single-family down payment assistance and loan servicing practices, along with the principles and practices of multi-family rental property management, inspection, compliance, and loan servicing are paramount. Candidates who are experienced with housing financing sources and real estate security instruments, and knowledgeable in the principles of land use planning and zoning will be favorably considered. The ideal candidate will have the demonstrated abilities to serve as a mentor and coach for staff with an eye toward team-building. Strong communication and presentation skills are important. A high level of political acumen is paramount as SHRA works closely with the city and county elected officials.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that provides the required knowledge, skills and abilities is qualifying.

Education: Typical education includes possession of a Bachelor’s degree from an accredited college or university in a relevant field.

Experience: Typical experience includes at least four years of progressive experience in a related field.

PERSONALITY/MANAGEMENT STYLE

Other highly desirable skills and traits include:

• Exceptional interpersonal skills; able to establish and earn the trust of those he/she is working with.
• Outstanding diplomatic skills.
• A person of absolute integrity.
• Professional in his/her work and demeanor.
• Politically astute; experienced interfacing with elected officials and high-ranking executives and navigating the political landscape with tact and diplomacy.

THE POSITION

The Program Manager for Housing Finance/Portfolio Management is an exempt position reporting to the Assistant Director of Housing and Community Development (Development Finance). The primary areas of responsibility include multi-family affordable housing financing and portfolio management. SHRA’s current portfolio includes over 22,000 multi-family and over 1,100 single-family homes with a loan portfolio valued at more than $309 million. The Program Manager oversees a staff of 9 including: Regulatory Compliance Analysts (2), Loan Servicing Analysts (2), Housing Finance Analysts (3), Redevelopment Planner, and Office Technician.

SHRA uses a variety of financing tools to expand housing opportunities by assisting affordable housing developers to build new rental and ownership housing, or to rehabilitate and preserve older housing properties. In 2015, we provided $59.1 million to help improve or build affordable housing in the City and County. The Agency assisted 998 units of affordable and mixed income multifamily housing which are coming forward in 2016 as new construction or renovation, or recently completed projects.
• Collaborative approach; a team player who proactively connects with internal and external stakeholders.
• Outstanding communication skills, both written and oral; communicates openly, honestly and consistently with confidence, integrity, and professionalism to all levels of people.
• Comfortable in making public presentations and establishing a level of credibility and trust with those he/she is addressing.
• Flexible and adaptable; works well in a high volume, demanding environment with multiple priorities.
• Outstanding organizational skills with attention to detail while still maintaining a big picture perspective.
• An experienced manager with the proven ability to mentor and grow a team of dedicated employees with a diversity of experience and personalities; practiced in effectively addressing personnel matters.
• Action oriented and results driven; able to get things done working with others.

COMPENSATION AND BENEFITS

The salary range for the Program Manager is $81,981 to $127,179. Appointment within the range will depend on the qualifications and experience of the successful candidate and will generally not exceed the midpoint of the range.

A very competitive benefits program includes:
• Public Employees’ Retirement System (PERS 2% @ 55 for classic members or 2% @ 62 for new members as defined under PEPRA) coordinated with Social Security
• 12 paid holidays plus 2 floating holidays
• 80 hours of supplemental leave
• 12 days of sick leave
• Generous vacation allowance based on tenure
• Medical, Dental and Vision Insurance (SHRA covers employee and portion of dependent coverage)
• 457 Deferred Compensation Plan
• Roth IRA
• Long-term Disability and Group Term Life Insurance ($15,000 basic life with additional purchase options)
• Tuition Reimbursement Program
• $110 parking subsidy and Mileage Reimbursement
• 100% Regional Transit
• Parental Leave and Dependent Care Reimbursement Program

APPLICATION AND SELECTION PROCEDURE

The final filing date is Friday, June 17, 2016. To be considered, please submit a detailed résumé, cover letter, four work-related references and an indication of your current salary. Your résumé should indicate the size of staff and loan portfolios you have managed and also reflect both months and years with regard to the employment dates for current and prior positions held. Please submit your materials to: resumes@cpshr.us

Preliminary screening interviews will be conducted by the consultant in late June with the most qualified applicants. Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Agency in July. Appointment is expected shortly thereafter following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information about this position please contact Stuart Satow.