



CITY OF SANTA ROSA
invites applications for the position of:

Program Specialist I/II

An Equal Opportunity Employer

SALARY: \$33.89 - \$48.19 Hourly
\$5,873.92 - \$8,352.17 Monthly

OPENING DATE: 01/19/18

CLOSING DATE: 02/02/18 11:59 PM

THE POSITION:

The City of Santa Rosa is seeking qualified applicants to join a team of professionals performing highly responsible work as Program Specialists! Program Specialists provide a variety of highly skilled, specialized professional activities relating to the development, implementation and administration of programs related to housing, community services, and/or economic development.

Depending on the qualifications of the selected candidates, the positions may be filled at the I or II level. Professional work assignments of a Program Specialist II are performed more independently and incorporate previously learned practices and principles. The current annual salary ranges are:

Program Specialist I: \$70,487 - \$85,722.

Program Specialist II: \$82,483 to \$100,226.

There are two current openings in the Economic Development division of the Planning and Economic Development Department. Additional openings may occur in the Housing and Community Services Department. The eligible candidate list developed from this recruitment may be used to fill these future openings. If you are interested in any Program Specialist position with the City, you are encouraged to apply at this time.

The Current Openings

One focus of the Program Specialists in Economic Development will be the new cannabis program ordinance and program approved by Council in December 2017: developing the retail application process, industrial land use needs/policies, recruiting/managing the sectors of the industry that would best fit within Santa Rosa (land-use and industry wise, e.g.), as well as standard business retention and attraction needs. The second focus will be on non-cannabis business attraction, retention and expansion needs, workforce development issues, economic development, downtown community benefit district management, and other traditional business/economic development programs and tactics.

The Economic Development Division

The Economic Development Division focuses on three key areas: industry cluster development, innovation and entrepreneurship, and business climate, culture and communication. Current efforts within these strategic initiatives include the development and/ or enhancement of systemic improvements for current and emerging industry clusters (e.g. the craft food and beverage sector), communicating the economic value of proposed intensification of land use and

the diversification of housing stock, and engaging the public in informing and understanding process improvements in the City's entitlement and permitting processes.

In addition, the Division is the primary liaison with local and regional Chambers of Commerce and other regional business groups, and manages the Santa Rosa Tourism Business Improvement Area assessment ordinance through which the www.OutThereSR.com tourism and local pride program and campaign is run.

The Department

The Planning & Economic Development Department provides a wide range of development services to this dynamic and growing community, developing long-range plans for the growth of Santa Rosa and reviewing development proposals for consistency with those plans. In conjunction with a recent study and report, the Department has embarked upon a comprehensive Process Improvement Action Plan to create greater efficiencies and predictability in the development review process. These are very busy, challenging, yet rewarding times for the Planning and Economic Development Department due to dramatic increase in activity as a result of the unprecedented October 2017 fire disaster in which several businesses and 5% of the City's housing stock were destroyed.

The City of Santa Rosa: A charter city incorporated in 1868, Santa Rosa is the county seat of Sonoma County, one of California's premier wine growing regions, and is the gateway to tourist destinations in the redwoods and on the coast. Santa Rosa is the 26th largest City in the state. It occupies 41 square miles and serves a population of 170,000. The City has a historic preservation program and has environmental diversity.

The City of Santa Rosa provides a full range of services including police and fire protection; construction and maintenance of streets and other infrastructure; water, storm water, and wastewater utilities; housing services through its Housing Authority; economic development; transit; parking; and recreation, parks, and cultural services, including a municipal golf course. The City of Santa Rosa's residents work in a well balanced mix of management, professional, manufacturing, sales, tourism, transportation, construction, and service jobs. The City also plays an important role in supporting the agriculture and tourism industries of California's north coast.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Following is a list of examples of duties and responsibilities of Program Specialists in the City. Professional work assignments of a Program Specialist II are performed more independently.

- Research, analyze, develop and administer economic development, affordable housing and/or community services related policies, programs and procedures
- Analyze and apply Federal, State and local regulations and policies to new or existing programs and projects
- Update staff and public regarding changes in Federal, State or local regulations and policies
- Prepare and administer Requests for Qualifications, Requests for Proposals and/or contracts or agreements for public and private development and professional or technical services
- Prepare development agreements
- Represent the department at meetings of neighborhood, community and/or policy groups
- Plan, schedule and assign work
- Address personnel-related issues, such as hiring, training, evaluation, discipline and career development of subordinates
- Review and check accuracy of subordinates' work and serve as a resource to assist them in solving problems

- Participate in development and administration of department and program budgets by conducting research, analyzing and monitoring financial information, and making recommendations for project or program activities
- Administer debt and financial management programs
- Administer and coordinate property acquisitions, relocations and dispositions
- Prepare a wide variety of reports, memoranda and correspondence
- Manage public improvement and/or private development and rehabilitation projects from conception through completion of construction
- Provide financial and technical assistance to parties seeking financing relating to assignment
- Analyze financial pro formas, project budgets and operating expenses, negotiate deal points, negotiate with parties for program or funding support, and make related recommendations to policy making bodies
- Provide information to homeowners, landlords, developers, financial institutions and others;
- Conduct appropriate levels of environmental review
- Prepare and present information to policy making bodies and other boards, committees and/or community groups as required
- Track funding commitments
- Research, analyze and propose financing mechanisms for department revenues and projects
- Maintain an awareness of business needs, community needs and political issues as they relate to assignment
- Prepare and present loan packages in accordance with applicable underwriting standards

REQUIRED QUALIFICATIONS:

Knowledge of: Federal, State and local laws, policies, regulations and procedures relating to assignment; financial and real estate procedures, methods and practices; underwriting methods and procedures; methods used in developing cost estimates; building codes and zoning laws; principles of supervision, training, and evaluation.

Ability to: Understand economic development, local affording housing and community services issues and problems; develop and implement possible solutions; plan and organize workload; analyze and compile technical and statistical data; read, understand and interpret federal, state and local laws, policies, regulations and procedures; understand building specifications, drawings and other construction documents; establish and maintain effective working relationships with those contacted in the course of work; negotiate with building owners, contractors and developers; maintain clear and concise records; communicate effectively, both orally and in writing; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; enter data or information into a terminal, personal computer or other keyboard device; comprehend and draw inferences from written material; work under pressure and meet established deadlines. The ability to speak Spanish is desirable.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient years of experience in a professional capacity in a housing, economic development or similar program, or in an urban or municipal planning, architecture or development finance environment, or in a federal or state assistance program, to demonstrate possession of the required knowledge and abilities; Education - Equivalent to a bachelor's degree from an accredited college or university in planning, architecture, public administration, or a related field.

License

This classification may require the use of a personal or City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess a valid, Class C, California driver's license OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

ADDITIONAL INFORMATION:**Selection Process**

All applications received will be carefully reviewed. Those applicants evaluated as most qualified overall will be placed on an eligible list that will be used to fill the current openings and may be used to fill future possible openings. Top candidates on the list will be contacted to interview for specific assignments in which they are interested and considered most qualified.

APPLICATIONS MAY BE FILED ONLINE AT:

www.srcity.org/jobs

Job #17/18-65JAR-O
PROGRAM SPECIALIST I/II
JR

Computer kiosks are available at our office for applicant use:

100 Santa Rosa Ave, Room 1

Santa Rosa, CA 95404

Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:

707-543-3060 jobs@srcity.org (do not send resumes here)

APPLICANT'S RESPONSIBILITIES:

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

SPECIAL ACCOMMODATIONS:

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at www.srcity.org/jobs or call Human resources at 707-543-3060. The City is an equal opportunity employer.

Program Specialist I/II Supplemental Questionnaire

- * 1. How many years of full-time (or pro-rated part-time) experience do you have in a professional capacity in a housing, economic development or similar program, or in an urban or municipal planning, architecture or development finance environment, or in a federal or state assistance program?
 - Up to one year
 - One to two years
 - Two to three years
 - More than three years
 - * 2. Which of the following assignments are you interested in? Check all that apply.
 - Economic Development (current openings)
 - Housing Trust (future openings)
 - Housing Choice Voucher Program (future openings)
 - * 3. Please describe your experience tracking, analyzing, and reporting on complex data relating to the assignments you are interested in (question 2). In your response, please indicate the type of data you worked with, what made it complex, the agency or body to which you had to report, and the length of time you performed this function.
 - * 4. Describe the scope of your experience and responsibility in developing, implementing and administering programs or projects in the areas of a) economic development or redevelopment, including research and analysis and developing policy recommendations and/or b) Section 8 Housing Choice Voucher programs, or other State or Federal programs providing financial assistance to extremely and very low income clients.
 - * 5. Describe your experience developing and delivering presentations to elected officials, governing bodies, committees, community and business groups, and members of the public. In your response, include your role in preparation of the presentation, and the nature of the subject matter.
- * Required Question