



City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov



Recruitment Announcement # 2010-073A

POSITION TITLE:	Senior Housing Planner	SALARY RANGE:	\$24.73-33.82
DEPARTMENT:	Housing & Community Development	FLSA/UNION STATUS:	NOT COVERED/COVERED
PERIOD TO APPLY:	1/7/10-1/26/10 (NO LATER THAN 5:00 P.M.)	POSITION STATUS:	TERM/FULL TIME
SUPERVISOR:	Kathy McCormick	WORK LOCATION:	Affordable Housing

GENERAL PURPOSE

The Senior Housing Planner works to identify and assess the feasibility of new affordable housing opportunities and preservation of existing affordable housing; develops new housing policies and programs targeted to the City's low- and moderate-income residents; administer the City's Inclusionary Zoning Ordinance, and work with other Department staff to address a wide array of housing and related planning issues. The Planner will be involved in all aspects of the Division's work and will work closely with other city departments, neighborhood groups, non-profit organizations and private developers. Will manage federal, state and local contracts related to housing.

SUPERVISION RECEIVED

Works under the general supervision of Housing and Community Development Department Director.

SUPERVISION EXERCISED

May supervise and coordinate the work of professional staff involved on in interdivisional and interdepartmental teams. May coordinate the work of clerical personnel according to assignment.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Works with City staff to implement actions outlined in the City's Housing Plan, Consolidated Plan and per Council policy direction.

Assesses project feasibility and need for City subsidy (including site assessment, evaluating and underwriting proposed loans and/or grants, identifying creative financing strategies, assessment of public benefit and viability as outlined in the guidelines of the Housing Trust Fund and CDBG funding guidelines.

Oversees implementation of pilot projects that demonstrate innovative building, financing or other techniques that will achieve long term affordability.

Maintains and disseminates information related to the housing market conditions, relationship of affordable housing programs to economic development strategies, special needs housing projects and inclusionary zoning programs and policies.

Administers the City's Inclusionary Zoning Ordinance, including ensuring developer compliance with program requirements and interface with non-profit organizations providing homeownership counseling and income verification services.

Schedules and conducts meetings with advisory boards and elected officials to make recommendations for creation and modification of plans and ordinances and for the implementation of new programs and policies for affordable housing.

Performs field inspections to gather data or verify compliance with inclusionary zoning requirements, CDBG funding requirements and/or local, state or federal funding requirements.

Compiles statistical and historical data on housing, economic development, demographic, land use, natural and cultural resources related to comprehensive planning, affordable housing planning and economic development.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. A Masters Degree in Real Estate Finance, Urban Planning, Economics, or a related field; **and**
 - B. Three (3) years experience in lending and/or affordable housing development and/or affordable housing programs; **or**
 - C. A Bachelor's Degree with 5 years of experience in lending and/or affordable housing development and/or affordable housing programs.

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2. Knowledge, Skills, and Abilities:

Knowledge of the Santa Fe community and regional housing market and local programs; principles, programs and strategies to expand and preserve the affordable housing supply to meet specific housing needs and support local economic development activities; development and affordable housing finance, including Low Income Housing Tax Credits, New Mexico Housing Finance Authority programs and other state and federal housing initiatives; and affordable housing programs, including Supportive Housing programs, inclusionary zoning, special needs housing, Section 8 Rental Housing, Low Income Housing Tax Credits and Employer Assisted Housing Programs.

Ability to work with a variety of groups; interpret complex regulations and zoning; to work with others in the preparation of oral and written reports; and to effectively present observations and recommendations both orally and in writing.

Skill in effective oral and written communication and interpersonal relations with department heads, other employees, public officials, federal, state and local agencies, developers, neighborhood associations, and the general public; and team building and conflict resolution.

3. Special Qualifications: None.

4. Work Environment:

Work is generally performed in an office setting with occasional travel to perform field investigations. Good hearing and visual acuity and sitting for long periods of time. May be required to work irregular hours and attendance at evening meetings is required. Close exposure to VDT's and CRT's and weekend work may be required.

TO APPLY: Submit a completed City of Santa Fe application to the Human Resources Department, City of Santa Fe, 200 Lincoln, or mail to P.O. Box 909, Santa Fe, New Mexico 87504-0909 **or apply online at www.santafenm.gov**. Applications become public record upon receipt and may be made available for public inspection upon request. Resumes will not be accepted in lieu of the city application form.

When required of the position, attach a copy of high school/GED, college education, certification(s) or license(s). Pre-placement physical exams are required.

Incomplete applications may delay or exclude consideration of your application.
EEO/AA