

Compensation and Benefits

The salary range for this position is \$96,876 - \$117,060 DOQ. The City of Napa offers an excellent competitive benefits package, which includes:

- ◆ Retirement: 2.7% at 55, single highest year, 1959 indexed level, sick leave to service credit. Employee's 8% contribution deducted from salary on a pre-tax basis.
- ◆ Medical Insurance: City pays 100% of employee and dependent cost of lowest priced coverage (Kaiser premium). An additional 2.5% of PERSable income is deducted from the employee's salary to offset the City's cost of medical benefits. Employees may waive coverage and opt for health in-lieu at \$500 monthly. Choice of Kaiser or Health Net.
- ◆ Dental Insurance: City pays 100% of the premium.
- ◆ Vacation: 15-25 days annual accrual based on years of service.
- ◆ Holidays: An average of 13.5 paid holidays per year.
- ◆ Additional Time Off/Leaves: 104 hours of management leave per fiscal year, half of which may be cashed out; 12 days of sick leave per year.
- ◆ Deferred Compensation: City contributes \$100 per month into a 401A. Employees may participate in a voluntary 457 plan.
- ◆ Phone Stipend: Up to \$100 per year for equipment. Up to \$110 a month for usage.
- ◆ Life Insurance: \$50,000 of coverage paid by City.
- ◆ City contribution for retiree health insurance for retired employees with at least fifteen years of service.
- ◆ Tuition Reimbursement: Up to \$1000 per year.



The Recruitment Process

To be considered for this exciting career opportunity, please forward a letter of interest and your resume with current salary and five work-related references (who will not be called until mutual interest is established) to:

Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408-399-4423
E-mail: jobs@averyassoc.net



The final filing date for this position is December 20, 2011. Following the initial screening by Avery Associates, those candidates who present the most relevant qualifications for the position will be invited to continue in the selection process as defined below. Interviews with finalists are tentatively projected for mid-to-late January 2012.

The Selection Process

1. Each candidate will be evaluated for satisfaction of minimum qualifications (Pass/Fail), educational course work, training, experience, knowledge, and abilities that relate to this position.
2. An Application Appraisal, (100%) will be conducted of each candidate who passes the minimum qualifications screening to determine the most suitably qualified candidates for this position. Candidates must receive a final passing score of at least 70% in order to be placed on the eligible list.
3. The probationary period is the final phase of the selection process.

If you have any questions regarding this position, please feel free to contact Mr. Kimura at 408-399-4424 or email at paulk@averyassoc.net.

The City of Napa

*invites your interest for the
position of*



Housing Manager

The Community of Napa

Live and work in Napa Valley. Enjoy the lifestyle of rolling hills, vineyards and open space. The City of Napa is the centerpiece, the dynamic and vibrant hub of this idyllic valley with a population of almost 77,000. Famous for its wineries Napa offers an incredible combination of suburban amenities, rural beauty and the urban benefits of being only one-hour from San Francisco and the Pacific Ocean.

Napa is a community made up of a range of urban amenities and natural features from professional offices, diverse shopping, famous restaurants, performing arts venues, community parks and open spaces, and the scenic Napa River. Napa is becoming a vibrant town surrounded by historic neighborhoods and modern subdivisions at affordable prices. Napa is a city with a low crime rate, a high standard of living, clean air, quality schools and nearly perfect weather. The City serves the needs of local residents while also drawing people from around the world to its many tourist attractions. As the County seat for one of the world's Great Wine Capitals, the Napa name is synonymous with quality. Residents are proud of its historic past and look forward to its continued revitalization.



City Government and the Housing Division

The City of Napa is dedicated to providing innovative, efficient, attentive and courteous service; promoting economic vitality; enhancing the quality of life for all citizens, and building a better community. The City subscribes to a core set of values that incorporates the areas of vision and responsibility, customer service, accountability, teamwork, quality, and continuous improvement.

The City of Napa was incorporated as a city on March 23, 1872 and became a Charter City in 1914. The City of Napa is a full service city, and maintains a full-time workforce of about 425 organized within the nine city departments. The responsibility for the operation of each department is assigned to a department head appointed by the City Manager, with the exception of the City Clerk and the City Attorney, who are appointed by the City Council and the Civil Service Manager who is appointed by the Civil Service Commission.

The Housing Division is one of five divisions within the City's Community Development Department and provides a variety of housing services. These range from rental assistance programs, including the administration of 1,350 Section 8 vouchers and various affordable housing programs including first time homebuyers assistance and CDBG funded rehabilitation programs. The division also supports programs for the other four incorporated cities/towns in Napa County.



The Position of Housing Manager and the Ideal Candidate

The City of Napa's housing division is a stable and effectively administered operation with established funding streams and well managed housing programs. During the past several years, the priority has been in strengthening administrative processes and program oversight. The new focus is to elevate the division's performance through higher levels of service, greater levels of communication and information sharing, and a willingness to develop and implement more innovative approaches to housing programs. This evolution will

require an energetic and active leadership style that encourages change and facilitates collaboration, engagement and participation throughout the work team. Positive leadership will be essential in initiating new approaches and fresh ideas that push the organization beyond its comfort zone. This will require a mentoring, supportive and team oriented management style and will be key to expanding the staff's capacity.

Two proposed affordable housing projects and a third project with a 20% "set aside" for affordable housing are currently in the entitlement process. The new manager will be expected to work closely with the development partners to ensure successful outcomes leading to an increased inventory of affordable housing stock. Implementation of the City's Inclusionary Housing Ordinance, currently being updated, will be another key objective. Rehabilitation of the city owned Laurel Manor; a senior rental complex is another near term priority. Future development of properties acquired through the City's Landbanking Program will provide affordable housing opportunities.

The ideal candidate will be a well versed housing generalist with excellent community relation's skills, strong interpersonal attributes and will have the capacity to handle a significant workload. Knowledge of CDBG and Section 8 voucher administration and experience with a range of First Time Home Buyer's programs are highly desirable as is expertise with affordable housing development and property rehabilitation projects. It's also expected that the manager will become involved with and part of the greater Napa community.

Minimum Requirements for the Position

Education/Experience: A typical way of gaining the requisite knowledge and abilities is: Four years of increasingly responsible experience of a supervisory or administrative nature in housing or community development which included the operation of federally funded housing assistance programs, coupled with a Bachelor's degree with major coursework in public administration, finance, social work or a related field. Experience in the development and implementation of affordable housing projects and the administration of Section 8 programs is preferred; a Master's degree in public administration is desired.

Knowledge of: Principles, practices and methods used in affordable housing program administration and the development of affordable housing; Federal, State and local laws, rules and regulations governing housing program administration, including Section 8, CDBG, HOME, and other federal and state housing grant programs; principles and practices and methods of supervision, training techniques, personnel management, leadership, organizational and operational control; California real estate law as it relates to housing; sources of funding for housing programs; local government organization and its interrelations with Federal HUD and State HCD offices; trends, approaches and practices in sound housing service delivery.

Ability to: Plan, organize and direct the activities of the programs and activities of the Housing Division; interpret, explain and apply applicable laws, rules and regulations; plan, direct, coordinate and supervise the work of professional and technical staff; prepare, administer and monitor budgets and anticipate future budgetary needs; assist in the negotiations for development of housing projects with private and non-profit developers; prepare and maintain accurate and complete records and reports; communicate clearly and concisely, both orally and in writing; research and analyze information and present findings in written reports; establish and maintain cooperative relationships with various private and public agencies, program participants, businesses, landlords, governmental agencies and deal effectively with the public and other interested groups.

