



EXTERNAL JOB POSTING

Job Title: **Development Specialist - Housing**
Biweekly: **\$4,925 (Step 1) - \$5,986 (Step 5)**
Annual Salary: **\$128,050 (Step 1) - \$155,636 (Step 5)**
Final Filing Date: **March 10, 2023 - COB**

CONDITION OF EMPLOYMENT

All employees seeking employment at OCII are required to be vaccinated against COVID-19 as a condition of employment. For details on how it is applicable to your employment, please see Resolution 2021-039 [here](#)

The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking an experienced Development Specialist for OCII's Housing Division. The Housing Division oversees the development of a portfolio of sites into high quality affordable housing to meet the housing needs of low- and moderate-income San Franciscans. With an active pipeline of projects in the OCII Project Areas, Transbay, Mission Bay, and Hunters Point Shipyard/Candlestick Point neighborhoods, OCII pursues innovative affordable housing programming and financing as well as values sustainable and creative design. A description of OCII's housing activities and our Annual Housing Production report are located at: [OCII Housing Program](#)

BRIEF DESCRIPTION:

The Development Specialist in the Housing Division is responsible for handling a broad range of duties associated with OCII's affordable housing development obligations. The Development Specialist serves as a project manager for all aspects of affordable housing developments funded by OCII and works with Project Area management and design staff to ensure that OCII's vision is carried out on each affordable parcel. Primary duties and tasks include drafting request for proposals for affordable housing sites, working with lenders and developers on affordable housing financing, negotiating and drafting transactional documents, performing real estate and financial analyses, and making written and oral presentations to community groups and public bodies. This position provides the opportunity to work with multiple affordable and market-rate housing developers and interface with other City departments throughout the development process. A strong candidate would have a solid background in real estate economics and transactions, affordable housing development and finance, and excellent project management, writing and public speaking skills.

JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Draft Requests for Proposals specific to each site and Project Area, including those with significant affordable housing requirements, and participate on evaluation panels to recommend developer teams; work with OCII design staff, construction, and Project Area management teams to evaluate developer proposals for financial and construction feasibility, compliance with zoning requirements and OCII policies for each Project Area, architectural quality, urban design quality, and other selection criteria.
- Analyze project proformas prepared by developers for accuracy, underwrite affordable housing loans and ground leases on complex transactions that include Low Income Housing Tax Credits, tax-exempt bonds, State of California housing program funds, federal housing program funds, annual services subsidy, and rental assistance.

- Write clear and detailed staff reports for public consumption under tight timeframes and draft resolutions for project approvals.
- Secure project approvals through clear and compelling presentations to community groups and public bodies, such as OCII's Commission and Oversight Board; occasionally make similar presentations before the Board of Supervisors of the City and County of San Francisco and other public bodies.
- Negotiate and draft affordable housing financing and real estate transactional documents, such as loan agreements, ground leases, and disposition and development agreements, and other related documents as needed, such as assignment and assumption agreements, estoppels, permits to enter, and certificates of completion; shepherd transactional documents through the public approvals process.
- Collaborate with OCII colleagues to implement relevant development agreements and land use controls as they relate to specific affordable housing developments.
- Assist with the management of OCII's affordable housing assets until those assets are transferred to the City and County of San Francisco, pursuant to state law that dissolved redevelopment agencies.
- Maintain organized and accurate affordable housing project and real property records and appropriately account for all original housing transactional documents.
- Interface in a professional manner with OCII and City colleagues, outside parties, and community stakeholders.
- Perform related duties as required.

MINIMUM QUALIFICATIONS:

Minimum qualifications include any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities is the following:

- Four years of technical and professional work experience in real estate, economic development, housing and project development or a related field.
- Equivalent to a Bachelor's degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master's degree is preferred.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10.50% Classic Employee Contribution; 10.75% for PEPRA Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Work With Us.

PACKETS CAN BE EMAILED (or) FAXED ONLY:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: Fax 628.652.1521

Failure to submit all requested materials by the deadline will result in rejection of the application.