



The County of Mono

is accepting applications for:

HOUSING COORDINATOR

\$82,600-\$108,412

In addition to Excellent Benefits

Apply by: OPEN

(Open until filled)

County of Mono, Human Resources
P.O. Box 696
Bridgeport, CA 93517

(760) 932-5410
hr@mono.ca.gov
www.monocounty.ca.gov

WHY APPLY?

Mono County's spectacular high altitude setting in California's Eastern Sierra boasts wide-open spaces, vibrant rural communities, and a four-season climate, with unparalleled opportunities for outdoor recreation and access to public land.

This is an excellent opportunity for a dynamic Public Health management professional to play a critical role in enhancing an organization and providing critical services to the community. If you possess strong interpersonal and leadership skills, have an eye for strategically improving affordable housing availability, and enjoy taking a collaborative approach, this is the right position for you!

THE REGION

Situated on the eastern slope of the Sierra Nevada Mountains in central California, Mono County covers 3,132 square miles and is home to 14,000 residents. Together, the County's 17 census-designated places and one incorporated town, Mammoth Lakes, create a unique blend of vast rural landscapes and charming communities, with an opportunity for mountain resort living. Destinations including Mono Lake, Bodie State Historic Park, Mammoth Mountain, the Humboldt-Toiyabe and Inyo National Forests, and Yosemite National Park bring nearly five million visitors to the County annually, as tourism and outdoor recreation drive the local economy.

The county seat of Bridgeport boasts an iconic, historic courthouse built in 1881. The Bridgeport Valley is known for great trout fishing in streams and lakes, local hot springs, and the nearby Bridgeport Winter Recreation Area for snowmobiling and backcountry skiing. Bridgeport is also known for its close proximity to Bodie State Historic Park, California's official ghost town. From 1877 to 1882, Bodie was known as the 'wildest town in the West' and today brings roughly 200,000 visitors each year.

The County's only incorporated town is Mammoth Lakes, where about half the county's population lives. Mammoth Lakes is home to 11,053-foot high Mammoth Mountain. This world-class ski area offers 3,500 skiable acres and a reliably long season, often lasting from November through the 4th of July. Mammoth Lakes offers all kinds of winter recreation, including Nordic skiing, snowshoeing, snowmobiling, snow cat tours, ice skating, tubing, and sledding. When the snow melts, residents and visitors enjoy hiking and backpacking trails leading to the John Muir and Ansel Adams Wilderness Areas, along with mountain biking, cycling, fishing, kayaking, paddle boarding, golfing, climbing, horseback riding, and endless sightseeing and photography opportunities. The town is a three-hour drive from Reno, and a five-hour drive to multiple major cities including Las Vegas, Los Angeles, and Sacramento. The nearby Mammoth Yosemite Airport offers year-round air service to Los Angeles, and seasonal service to San Francisco and Denver. The town is also home to Mammoth Hospital, a 17-bed Critical Access Hospital with full-time, board-certified staff and 12 outpatient clinics. Mammoth Lakes also has a satellite campus of Cerro Coso Community College.

In the Antelope Valley, Topaz, Coleville, and Walker offer quiet small town living with easy access to Nevada's Carson Valley and Topaz Lake. This rural valley is the perfect setting for the area's well-established agricultural and ranching industries.

Thirty minutes south of Bridgeport, the hauntingly beautiful 69.5 square-mile Mono Lake is one of the oldest lakes in the western hemisphere Mono Lake is a unique and peaceful haven for bird watchers and photographers. Along Mono Lake's shore, the community of Lee Vining provides small-town hospitality, motels, restaurants, service stations, and a market for those passing through or looking to stay. Lee Vining serves as a seasonal gateway to world-famous Yosemite National Park, as the park's eastern entrance at Tioga Pass is 12 miles west of town.

Continuing south in the Mono Basin, the June Lake Loop is a popular summer and fall destination for fishing, hiking, and photography. In winter, June Mountain Ski Area draws many snow sports enthusiasts. The area's quaint downtown also offers a number of lodges, shops, restaurants and a brewery. Crowley Lake and Swall Meadows sit in southern Mono County and serve as residential communities with room to grow and expansive views. The Tri-Valley is located in the southeast corner of the County at the base of the white mountains and is primarily an agricultural area.

Many of these Eastern Sierra communities are also adjacent to tribal lands and home to the indigenous Native American people, the Paiute Indians.

COUNTY GOVERNMENT

Founded in 1861, Mono County is governed by a five-member Board of Supervisors serving overlapping four-year terms. The Board of Supervisors provides overall direction to the County and acts as a forum for identifying the needs and desires of citizens, determining community consensus, and matching those needs with available County resources. The County employs approximately 320 FTE's and has a Fiscal Year 2020-2021 Budget of \$123.3 Million. County departments are led by a combination of elected and appointed officials and include: Administration, Agriculture Commissioner, Animal Control, Assessor, Finance Director, Behavioral Health, Child Support Services, Clerk Recorder/Registrar/Clerk of the Board, Community Development, County Counsel, District Attorney, Economic Development, Elections, EMS, Environmental Health, Human Resources, Information Technology, Probation, Public Health, Public Works, Sheriff - Coroner, Social Services, Treasurer - Tax Collector, Veteran Services, and Workforce Services.

THE DEPARTMENT

Operating with 8 FTE's on a 2020/2021 budget of \$4,823,096, the Mono County Administrative Office plans, monitors, and coordinates County operations assuring that Board policies are carried out in the most cost-effective manner. In addition to providing administration and executive management services to the County, the County Administrative Office also includes Human Resources, Risk Management, and the new Housing Coordinator.

Definition

Under general administrative direction, assigned responsibility for creating additional affordable low and moderate income, workforce, multi-family, single-family and homeless/special needs housing units in Mono County; initiates, plans, organizes, directs, coordinates and supports as well as develops, implements and manages County housing projects and programs, initiated by the County or, when appropriate, by other public entities, non-governmental organizations, and private developers acting in concert or independently; provides internal expertise to the County Administrator, Board of Supervisors, County departments and partners on matters of housing development standards, regulations, methods, trends opportunities, programmatic and organizational structures, grant programs, and financing from public and private sources; performs housing-related legislative monitoring, analysis and advocacy; exercises independent judgement and critical thinking while effectively communicating the County's positions and policies on housing matters to internal and external audiences, including other government officials and representatives; performs special assignments, including those related to economic development initiatives, as directed by the County Administrative Officer and the Board of Supervisors; and performs related work as required.

This position is far more than a housing advocate. It is expected to produce tangible results relative to developing and championing realistic housing development and program proposals for consideration by the Board of Supervisors. Accordingly, in addition to the position continuing to be filled based on budget availability and policies that may be recommended by the County Administrator and, ultimately, determined by the Board of Supervisors, the need for the position may also be evaluated based on its ability to present at least three (3) new proposals for housing development, consisting of five (5) units or more, in any 12-month period; and, as a result of these proposals, at least five (5) units of housing being constructed in any 48-month period.

Distinguishing Characteristics

This is a single-position management classification which has responsibility for managing the development of County-sponsored housing in accordance with the County's housing responsibilities and policy objectives not already or otherwise assigned to other County departments and classifications with which the position is expected to coordinate and cooperate. The position routinely exercises initiative and professional expertise, sometimes in ambiguous environments requiring the exercise of independent judgement, and often on matters of strategic sensitivity, to achieve the County's housing goals.

Examples of Important and Essential Duties

The Housing Coordinator is responsible creating additional affordable, workforce, multi-family and single-family housing units, and related housing programs in Mono County in furtherance of County policy objectives and compliance with State mandates, and is responsible for the ongoing management and administration of resulting projects and programs. Under the administrative direction of the County Administrative Officer, the Housing Coordinator identifies, pursues, and presents opportunities for development of County-affiliated housing projects and housing-related programs, and further develops,

coordinates, manages and administers those proposals, as well as other related County housing and economic development initiatives, commensurate with their level of conceptual or actual approval.

Provides highly responsive, responsible and complex analytical, research, and project management functions including but not limited to proposing, implementing, coordinating, evaluating, reporting and monitoring on County housing projects, programs and objectives for the purpose of the creation of new and preservation of existing affordable low and moderate income, workforce, multi-family, single-family and special needs/homeless housing.

Serves as an expert resource and educator on public sector housing programs, including: grant programs; financing; real estate transactions; development agreements; construction practices; partnership and governance structures; State and Federal regulations and resources; legislative proposals affecting housing; deed restrictions; and, tenant/owner requirements.

Other responsibilities include:

- Interprets and communicates County, State and Federal policies and regulations; monitors current trends in the fields of affordable housing and economic development; evaluates impacts and opportunities; and, converts to policy recommendations and procedures. Ensures the County's compliance with all related regulations.
- Develops and maintains effective working relationships with lenders, non-profits, private developers, State and Federal liaisons, realtors, title companies, and other stakeholders.
- Oversees or coordinates with other County departments, public agencies, non-governmental entities, community-based organizations, and private developers, implementation of housing initiatives in which the County has an interest.
- Initiates or otherwise assists in planning, developing, coordinating, and administering residential housing projects in which the County is sponsor or participant, including: coordinating land acquisitions and clearing; financing; and, construction activities in accordance with applicable program policies and requirements.
- Prepares development and loan agreements, and ancillary and collateral documents; negotiates with developers; and, may underwrite acquisition, predevelopment, construction and permanent public loans.
- Evaluates and monitors supportive services provided by housing developers and service agencies to ensure integration of services with permanent and transitional housing.
- Maintains accurate financial records, and design and service conditions documentation, to ensure compliance with program, loan and permit requirements.
- Manages real estate transactions, including negotiating lease agreements.
- Prepares Requests for Proposals, grant and loan applications, requirements and specifications for projects, and various other agreements for housing projects,

programs and related services; and, manages resulting contracts and agreements including monitoring timeliness and performance requirements.

- May manage CDBG, HOME and similar programs, including preparing notices for, and administering, monitor, and reporting on program sub-grants and loans to individuals and organizations.
- Performs reviews and analyses of, and makes recommendations regarding, affordable housing loan applications. Performs annual audits, ensuring compliance with housing program requirements; identifies and resolves issues.
- Prepares timely, complete, accurate and concise written technical and governmental documents, including the preparation of reports for grantors, lenders, regulators, and the Board of Supervisors' deliberation and approval.
- Performs a variety of administrative duties including: preparing, submitting, overseeing, and being responsible for project budgets and the County budget(s) assigned to the Housing Coordinator; disseminating Notices of Funding Availability and Requests for Qualifications for sub-grants and evaluating submittals; performing other procurement tasks; and, other duties as assigned.

OPPORTUNITIES & CHALLENGES

The Community

Mono County is a rural setting with most of the population residing within the Town of Mammoth Lakes. Contrasts between the Town and the County's unincorporated areas create unique challenges for service provision and housing availability. The Housing Coordinator would be engaged in efforts to sustainably address divergent needs.

IDEAL CANDIDATE PROFILE

Experience and Education:

Any combination of training and experience which, in the organization's sole discretion, provide the required knowledge and abilities, and demonstrates the candidate's likelihood of being able to successfully perform the essential job duties and responsibilities is qualifying. A typical way to obtain and demonstrate the required knowledge and abilities would be some combination of:

- ❖ Possession of a Bachelor's degree from an accredited college or university with major coursework in real estate development, public administration, urban planning, economics, business, construction management, or a related field;

AND,

Five (5) years of combined experience administering affordable housing programs; working with residential lending and financial services as an escrow officer, loan officer or real estate agent and/or the public or non-profit sector in a related position; developing housing projects or managing construction projects; working in or for a California planning agency; experience in affordable housing underwriting and lending; or, broad and extensive professional government experience in one or more areas complimentary of the County's housing objectives.

- ❖ A Master's degree in Public Administration, Business Administration, Urban Planning, Real Estate Development, or a related field is preferred, and may be used to substitute for one (1) year work experience.
- ❖ Possession or ability and willingness to obtain a California Real Estate Broker's license is desirable.
- ❖ Possession, or ability to obtain, and maintenance of a valid class C California Driver's License and safe driving record.

The ideal candidate will have personal experience living in a remote or rural area and bring leadership skills and the ability to inspire and motivate individuals and teams to Mono County. This person will be genuinely interested in people, both professionally and personally. The ability to be compassionate, approachable, easy going, and bring a positive energy into personal interactions while being confident.

Candidates should bring innovative approaches to problem solving, be open minded toward a shared solution to challenges and issues and take an innovative approach to the future.

COMPENSATION & BENEFITS

- **\$80,000 - \$105,000 DOQ**
- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- CalPERS
- Flexible Spending Account
- 457/401a Deferred Compensation
- Employee Assistance Program
- Optional Insurances' including Accident, Cancer/Specified Disease, Critical Illness, Dental, Hospital Confinement Indemnity, Life, Short Term Disability, and Vision Insurance.
- Multiple Wellness Programs
- 12 Sick Days
- 13 Holidays
- 2 Personal Holidays
- 15 Days' Vacation
- 80 Hours Merit Leave

