



## City of San Bernardino Housing Division Manager (U)

<b>SALARY</b>	\$59.97 - \$72.90 Hourly \$10,394.80 - \$12,635.28 Monthly \$124,737.60 - \$151,623.36 Annually	<b>LOCATION</b>	CA 92401, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-10129-12
<b>DEPARTMENT</b>	Community Development & Housing	<b>OPENING DATE</b>	01/05/2026
<b>CLOSING DATE</b>	Continuous		

### Why Join Team SB



#### Shape the Future of Housing in San Bernardino!

Lead impactful housing initiatives, manage multimillion-dollar federal funding, and help drive equitable community development in one of Southern California's most dynamic cities.

#### About the City:

As a future member of our team, you'll be joining a city with deep roots, cultural diversity, and exciting momentum. Located in the heart of Southern California's Inland Empire, San Bernardino is the county seat and largest city in San Bernardino County, home to more than 222,000 residents. Its rich history — shaped by Native American, Mexican, and Spanish influences — continues to inspire the city's evolving identity.

San Bernardino offers access to major transit corridors, natural beauty, and a wide range of housing and lifestyle options. It's a place where public service careers are supported by a strong sense of community and purpose — and where motivated professionals can grow, contribute, and be part of something meaningful.

#### About the Position:

The **Housing Division Manager (U)** is a senior leadership role within the City of San Bernardino's **Community Development & Housing Department**, providing high-level oversight and strategic direction for all housing programs and initiatives. Reporting to the Deputy Director, this position plays a critical role in advancing the City's housing goals through the effective management of federally and state-funded programs, including **HOME, CDBG, and other housing-related grants**.

This role offers a unique opportunity to lead complex housing initiatives with significant autonomy and executive-level influence. The Housing Division Manager oversees program planning, policy development, budgeting, grant administration, and compliance while collaborating with internal departments, HUD, legal counsel, auditors, developers,

and community stakeholders. The incumbent also supervises and develops professional staff, prepares reports and presentations for City Council and advisory boards, and ensures housing programs are delivered efficiently, transparently, and in full compliance with regulatory requirements.

*The purpose of this recruitment is to establish an eligibility list only and does not guarantee an immediate appointment.*

**Join the City of San Bernardino – Where Purpose Meets Possibility**



At the City of San Bernardino, your work matters. We're committed to building a better future for our community—and we know that starts with great people. Join a diverse, mission-driven team that values innovation, inclusivity, and professional growth. We offer competitive pay, excellent benefits, and meaningful opportunities to make an impact every day. Whether you're starting your career or advancing it, San Bernardino is a place to grow, serve, and thrive.

Build your future. Serve your community. Make a difference—with us.

## What You'll Be Doing Here

### **The Ideal Candidate:**

The ideal candidate is a seasoned **housing development and project management professional** with a proven track record delivering **affordable housing projects from concept through completion** in a public-sector environment. They bring deep working knowledge of **state and federal housing finance programs** and understand how to translate policy goals into **built housing outcomes**.

This individual is comfortable operating with a high degree of independence and serves as a trusted advisor to executive leadership on complex housing development, financing, and regulatory matters. They thrive in fast-paced, resource-constrained environments and are motivated by the opportunity to **produce tangible housing solutions** in a community with significant need.

The successful candidate will demonstrate the ability to:

- Lead and mentor professional staff responsible for housing development, finance, and compliance
- Manage the full lifecycle of affordable housing projects, including feasibility analysis, developer selection, underwriting, construction oversight, and project closeout
- Administer and strategically deploy housing funds such as **HOME, CDBG, PLHA**, and related sources to support new housing production
- Work effectively with affordable housing developers, lenders, consultants, legal counsel, and regulatory agencies
- Ensure compliance with state and federal requirements while maintaining a focus on timely project delivery
- Analyze complex financial, operational, and policy issues related to housing development and recommend actionable solutions
- Communicate clearly and confidently with City leadership, elected officials, developers, and the public

**This position is focused on housing development and project delivery rather than rental assistance or voucher program administration.**

### **A Day in the Life:**

No two days are exactly alike for the Housing Division Manager. A typical day may include a blend of strategic planning, staff leadership, and stakeholder engagement.

The day might begin by reviewing housing program performance, grant expenditures, or HUD compliance updates before meeting with division staff to discuss project timelines, funding benchmarks, and emerging priorities. Throughout the day, the Housing Division Manager may collaborate with the Finance Department on budgets, consult with legal counsel on housing agreements, or coordinate with developers and community partners on active or proposed projects.

Time is also spent preparing staff reports, reviewing grant applications or proposals, and developing work plans and quarterly reports for federally funded programs. The role frequently involves engaging with the **HUD Los Angeles Office**, responding to audits or monitoring reviews, and ensuring all housing activities align with local, state, and federal requirements.

In the afternoon or evening, the Housing Division Manager may present recommendations to City Council, advisory boards, or community groups—advocating for housing initiatives that support equitable growth and long-term community stability.

Each day offers the opportunity to lead, problem-solve, and directly contribute to shaping the future of housing in the City of San Bernardino.

For more information on this position, please click here: [Housing Division Manager \(U\)](#).

## What You Need to Qualify

### **Education and Experience:**

Bachelor's Degree in public administration, business administration, finance, economics, or a related field; at least five (5) years of progressively responsible experience in community development and home funds initiatives, including responsibility for grant applications and administration of grant awards, at least two (2) years of which were in a supervisory capacity; or an equivalent combination of education, training and experience. A Master's Degree is highly desirable.

### **Knowledge of:**

- Community Development Block Grant (CDBG) regulations and policies, and other federal and/or state grant program regulations and policies.
- Federal and state housing programs and requirements.
- Principles and practices of office management, administration, supervision, and training.
- Principles and practices of public administration.
- Research methods and statistical techniques and applications.
- City human resources policies, procedures, and labor contract provisions.
- Customer service and etiquette.
- Affordable housing development
- Project lifecycle management
- Working with developers from concept to completion
- Underwriting, financing layers, or construction milestones

### **Skill in:**

- Supervising staff in locating program grants and the writing of such grants.
- Reviewing, monitoring, and reporting in accordance with appropriate local, state, and federal guidelines and laws.
- Analyzing difficult and complex administrative, financial, operational, and organizational objectives and issues, evaluating alternatives, and reaching sound, logical, fact-based conclusions, and recommendations.
- Collecting, evaluating, and interpreting appropriate and applicable data, either in statistical or narrative form.
- Coordinating support services and activities with departmental managers and staff, and City departments and officials to ensure all City requirements are met.
- Working with other City staff to design, implement, and evaluate capital projects and grant programs.
- Preparing clear, concise, and comprehensive correspondence, reports, studies, and other written materials.

- Understanding, interpreting, and responding to internal and external customer needs and expectations.
- Presenting conclusions and recommendations clearly, logically, and persuasively to both internal and external audiences.
- Organizing, setting priorities, and making sound independent judgment in complex, difficult inspection work within areas of responsibility.
- Exercising tact and diplomacy in dealing with sensitive and complex issues and situations.
- Communicating clearly and concisely
- Establishing and maintaining effective relationships.
- Providing customer service.

### **Recruitment Timeline**

This recruitment will remain open until a sufficient number of qualified applications have been received.

***First Application review: Week of Monday, January 12, 2026***

**Interview/ Written Assessment:** Week of January 19, 2026, or agreed upon date by both HR recruiter & Dept  
(TENTATIVE)

**Department Interview:** Week of January 26, 2026, or agreed upon date by both HR recruiter & Dept (TENTATIVE)

***\*\*All dates are subject to change at the discretion of the personnel officer\*\****

### **How to Apply and What to Expect Next**

All applicants are required to submit an online application through the City's official website at [www.sbcity.org](http://www.sbcity.org). **This recruitment will remain open until a sufficient number of qualified applications have been received.**

Applications must be fully completed and clearly demonstrate that the minimum qualifications for the position are met. All information provided is subject to review, investigation, and verification. While resumes may be uploaded as supplemental documentation, they will not be accepted in place of a fully completed City application.

Following the initial screening, the most qualified candidates whose backgrounds best match the needs of the City will be invited to continue in the selection process. Meeting the minimum qualifications does not guarantee advancement. Candidates will remain under consideration until a final selection is made and an offer is accepted. The City of San Bernardino reserves the right to close the recruitment at any time and may determine that none of the applicants, including those who meet the minimum qualifications, are suitable for the position.

#### **Successful candidates shall be required to:**

- Pass a reference and background verification. References will not be contacted until mutual interest has been established.
- Degree verification
- Pass a pre-employment medical exam, which includes a Drug screen.
- Starting salary based on education and/or experience and internal equity.

#### **E-Verify Participation**

The City of San Bernardino participates in the E-Verify program. In compliance with federal law, all employers are required to verify the identity and employment eligibility of individuals hired to work in the United States.

Accordingly, the City will provide information from each new employee's Form I-9 to the U.S. Department of Homeland Security and the Social Security Administration to confirm authorization to work in the United States.

For more information about E-Verify, please visit the U.S. Citizenship and Immigration Services website at [www.uscis.gov](http://www.uscis.gov)

## Disclaimers

The City of San Bernardino is an Equal Employment Opportunity Employer. The City follows a nepotism policy, which may impact hiring decisions if an applicant has relatives currently employed by the City.

In compliance with the Americans with Disabilities Act (ADA), the City provides reasonable accommodations for individuals with disabilities. Each request is evaluated on a case-by-case basis. To request an accommodation, please contact the Human Resources Department directly at (909) 998-2060.

This bulletin is intended for informational purposes only and does not constitute a contract, expressed or implied. Its contents may be modified or withdrawn without prior notice.

**For questions regarding this recruitment, contact Human Resources at 909-998-2060 or email Lizette Fernandez at [Fernandez\\_Li@sbcity.org](mailto:Fernandez_Li@sbcity.org).**

**Additional information is available at [www.sbcity.org](http://www.sbcity.org).**

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### Employer

City of San Bernardino

### Address

290 North D Street

San Bernardino, California, 92401

### Phone

(909)998-2060

### Website

<http://www.sbcity.org/jobs>

## Housing Division Manager (U) Supplemental Questionnaire

### \*QUESTION 1

Which of the following best describes your highest level of completed education:

- Less than High School Diploma or GED
- High School Diploma or GED
- Less than 2 years of
- 2+ years of college
- Associate's Degree
- Bachelor's Degree
- Master's Degree or Higher

### \*QUESTION 2

How many years of progressively responsible experience do you have in community development and housing programs (e.g., HOME, CDBG, housing rehabilitation, affordable housing initiatives)?

- Less than 5 years
- 5 - 6 years

- 7 years or more
- None

**\*QUESTION 3**

**How many years of experience do you have supervising professional or technical staff?**

- Less than 2 years
- 2 - 3 years
- 4 years or more
- None

**\*QUESTION 4**

**Please describe your professional experience administering housing or community development programs (such as HOME, CDBG, or similar funding sources). All experience described must be clearly reflected in your application work history. Responses that reference experience not listed in your application may not be considered.**

\* Required Question