

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## HOUSING SPECIALIST III

**Bilingual (English/Spanish) Encouraged to Apply**

**Supplemental Questionnaire Required**

Open and Promotional

Job # 25-GE3-01

**Salary: \$7,770 – 9,836 / Month**

**Closing Date: Friday, September 19, 2025**

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Housing Specialist III is the advanced journey level class in this series, having the primary responsibility for performing the full range of housing program duties and for acting as team leader for larger and more complex projects. Incumbents are expected to develop expertise in all Housing Section functions in the areas of affordable housing development, inclusionary housing program and grant administration, and affordable housing lending so they can assume independent responsibility for assignments. This class is distinguished from the Housing Specialist II in that the incumbent is responsible for implementation and compliance with complex programs, projects and functions as a team leader. Incumbents in this class receive administrative and technical supervision from the Housing Manager or the Principal Planner for Housing, and perform other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Four years of experience with housing and community development programs that has included responsibility for financing, community development, or economic development projects.



**OR**

One year of experience equivalent to a Housing Specialist II at Santa Cruz County.

**Special Requirements:** Possession of a valid California Class C Driver License or the ability to provide suitable transportation, which is approved by the appointing authority.

**Knowledge:** Thorough knowledge of underwriting principles and practices; principles of affordable multi-family housing finance, development; and management and Programs for facilitating and subsidizing low and moderate housing including financing and indirect subsidy mechanisms. Working knowledge of basic principles and trends of affordable housing; legislative process at local, State and Federal levels; Federal and State housing and community development laws, regulations, programs and procedures; principles and practices of community development; County affordable housing policies, procedures and programs; principles of Federal, State and local funding opportunities including low income housing tax credits and McKinney Vento Homeless Assistance Programs; grant management procedures; County administrative procedures; some assignments require: principles and practices of building industry standards including building codes, construction codes, State and local housing regulations and methods of enforcement; techniques and methods of housing inspection and detecting health and safety hazards; housing rehabilitation and remodeling practices and procedures; construction specifications and cost estimating; general contracting principles; home improvement financing and escrow procedures; planning principles and components of land use applications; methods of determining housing needs ranging from calculation of Regional Housing Need to homeless census and housing financing tools and conventions, loan documents and regulatory agreements. Some knowledge of Housing Element and General Plan.

**Ability to:** Collect, analyze, compile, organize and present technical statistical and related information pertaining to housing and community development research; prepare concise written and oral reports; assist in the preparation of grant applications and performance reports; provide services to the public in a courteous and effective manner; participate cooperatively and effectively as a contributing team member; research policies, analyze alternatives, and summarize; express ideas effectively, orally and in writing; produce acceptable work commensurate with the level of appointment in an acceptable timeframe; develop and maintain effective working relationships with the general public, low and moderate income households participating in affordable housing programs, and officials and personnel from other agencies including non-housing agencies; input, retrieve and analyze data using a computer; evaluate proposals, manage project schedules, monitor compliance and progress and evaluate performance; negotiate and write contracts; interpret, apply and explain complex regulations and procedures; identify problems and propose solutions; compose and disseminate information to the community and general public through various media; make presentations to committees, special purpose groups and the general public; prepare clear and concise administrative reports, Board letters and other communication; support affordable housing developments by facilitating communication with reviewers; prepare grant applications and performance reports in a timely manner; ensure compliance with funding requirements; conduct meetings; train and direct the activities of lower level personnel; monitor compliance with regulatory agreements for low and moderate income housing. Present affordable housing projects, programs and reports to boards, commissions and committees; understand and relate to others the concepts, principles and importance of affordable housing within communities; organize and present information about funding opportunities, homeownership; speak effectively before groups; provide leadership to team efforts and manage and coordinate complex projects and activities. For some assignments: Prepare and interpret construction specifications, architectural drawings and construction contracts.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **HOUSING SPECIALIST III – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your education, training and experience in each of the following areas:

A. Community development and housing policy, and policy development, such as local and state land use and other policies related to housing development feasibility and housing market dynamics; federal, state and local laws and policies related to housing affordability, preservation, production, special needs, and fair housing. Provide examples of key housing or community development laws and policies that have been most relevant to your prior housing work, and that are most important to local governments in order to create or stimulate the creation of affordable housing and to meet local housing production goals for all income levels.

B. Public sector lending on affordable multi-family housing projects, including housing fund management, compliance, loan servicing and portfolio management. Describe your experience with reviewing and making recommendations to your leadership team on funding requests for such projects, and the key stages in subsidized housing development, from the earliest planning stages to project completion and beyond, from the perspective of the public sector lender. Describe your role and key duties at each of those stages of the project.

2. Describe your training and experience with design and operation of affordable homeownership programs, such as inclusionary housing and/or homeownership loan programs. Include your knowledge of eligibility screening, underwriting, preparation of transaction documents, coordination with parties involved, monitoring program compliance, enforcement of program requirements, and loan servicing.

3. Describe your training and experience with state and federal housing and community development grants, including preparing applications and staff reports, reporting, fiscal management, grant program or project design, community engagement and marketing, grant compliance, development of program guidelines and contracts with third parties, and handling program income.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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**WORK Here**

**PLAY Here**