COUNTY OF SANTA CRUZ

HOUSING PROGRAM MANAGER

Salary: $11,800 - 15,818 Monthly

Final Filing Date: Friday, October 16, 2026

To apply, go directly to: www.santacruzcountyjobs.com

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.

ABOUT THE POSITION

Under administrative direction, to plan, organize and direct the Planning Department Housing Programs, may act, as designated, on behalf of the Planning Director on housing policy issues. **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 IDEAL CANDIDATE

The ideal candidate is a strategic, knowledgeable, and community-focused housing professional who thrives in a complex local government environment. They are a strong communicator and relationship-builder who can navigate multifaceted housing issues, interpret complex regulations and legal documents, and develop practical policies and programs that advance the County's housing goals. The successful candidate will bring:

- **Strategic policy and program development** — Demonstrated ability to evaluate community and Countywide housing needs and develop, implement, and evaluate policies, programs, ordinances, and other strategies to address complex housing challenges.

- **Expertise in housing policy and programs** — Deep knowledge of federal, state, and local housing legislation, regulations, programs, and resources, with a strong understanding of affordable housing development and housing program delivery.

- **Strong communication and public engagement skills** — Clearly communicates complex housing regulations, policies, and technical information to elected officials, boards and commissions, community members, developers, staff, and other stakeholders through presentations, reports, and public meetings.

- **Knowledge of housing finance** — Experience with financing housing programs and developments, including state and federal funding opportunities, local funding programs, agreements, and budgeting.

SUMMARY OF QUALIFICATIONS

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:

Education: Bachelors degree from an accredited college or university in Urban Planning, Public Policy, Public Administration, Business Administration, Urban Studies, Public Education or related field

AND

Five years of progressively responsible work experience in public or private affordable housing policy and/or affordable development. Specific experience in financing of affordable housing is desirable.

To see the full job specification, including knowledge and abilities, please click below:

https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.aspClassNumber=hm8

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience developing, implementing, administering, or evaluating housing programs. Please include the types of housing programs you have worked on, your specific role and responsibilities, and any experience addressing affordable housing needs.

2. Describe your experience communicating and presenting housing-related information to the public, boards and commissions, elected or appointed officials, and other stakeholders. Please provide examples of complex or technical information you have presented and describe your role in these communications.

3. Describe your experience related to the financing and funding of market-rate and affordable housing developments.

4. Describe your experience working with the housing development community, navigating state density bonus law and other state legislation in relation to local zoning ordinances, and working with affordable housing regulatory agreements

HOW TO APPLY

Apply online at 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.

HIGHLIGHTED BENEFIT OFFERINGS

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.
ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.
HOLIDAYS - 14 paid holidays per year.
SICK LEAVE - Six days per year.
BEREAVEMENT LEAVE - 5 days - 3 paid & 2 unpaid 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 - The County pays for employee coverage. Employee may purchase eligible dependent coverage.
RETIREMENT AND SOCIAL SECURITY - 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 $50,000 term policy. Employee may purchase additional life insurance.
LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first $13,500, up to $9,000 per month maximum.
DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.
H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.
HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – 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.