

Housing and Community Development Specialist I/II

Temporary Assignment Program (TAP)

Alameda County Housing and Community Development Department (HCD)

Positions available: 2

Term: Six (6) months, with possibility of extension to 18 months

Classification: Flexibly staffed, Housing and Community Development Specialist I/II

Compensation: Hourly, within the HCDS I/II salary range (see Compensation and Benefits below)

Location: Hayward (Winton Avenue office), with a hybrid schedule (1 day in person per week)

Application deadline: Wednesday, July 15, 2026

About the Department

The [Alameda County Housing and Community Development Department \(HCD\)](#) works at the frontlines of the Bay Area's housing affordability and housing cost crisis. HCD administers a broad portfolio of federal, state, regional, and local resources that expand the supply of affordable housing, strengthen neighborhoods, and respond to homelessness across the County. Our work spans policy development, program design, grant administration, and partnership with cities, nonprofits, developers, and the communities we serve.

Position Summary

The Alameda County Housing and Community Development Department is seeking two motivated and collaborative professionals to support housing, community development, and homelessness initiatives serving Alameda County residents. These positions offer the opportunity to work at the intersection of public policy, program implementation, grant administration, and community impact.

Responsibilities may include policy research and analysis, program and contract management, stakeholder engagement, federal grant administration, performance reporting, strategic planning, and special projects. The ideal candidate is a strong writer, analytical thinker, and project manager who is excited to work across disciplines to advance equitable housing and community development outcomes.

These roles are flexibly staffed at the Specialist I or II level. The level of appointment will be based on the selected candidate's experience and qualifications.

Two positions are currently available, each supporting a different team within the Department. Applicants may indicate a preference, though candidates will be considered for both based on fit.

Programs and Policies Team. This position focuses primarily on program evaluation, policy development, and program coordination. The work centers on assessing how programs are performing, shaping policy and program design in response, and keeping initiatives moving across the people and partners involved. This includes work on programs such as SHIFT (Scalable Housing Infill Funding Toolkit), the Department's missing middle infill financing initiative.

Federal Programs Team. This position focuses primarily on inter-municipal coordination, federal compliance, innovative program implementation, and procurement. The work centers on

coordinating across jurisdictions, ensuring federal funding requirements are met, standing up new program models, and managing procurement processes. This includes work on the County's federal entitlement programs, specifically the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons With AIDS (HOPWA) programs.

Key Responsibilities

Depending on assignment, responsibilities may include:

- Conducting policy research and analysis and translating findings into clear recommendations
- Designing and conducting program evaluation to assess effectiveness and inform program design
- Performing data analysis and modeling to support decision-making, forecasting, and reporting
- Managing programs and contracts, including monitoring scope, budget, and performance
- Administering federal grants and ensuring compliance with applicable regulations and reporting requirements
- Managing stakeholder relationships across organizations, jurisdictions, and communities
- Coordinating events, including convenings, workshops, and stakeholder meetings
- Preparing performance reports, public-facing materials, and program documentation
- Supporting strategic planning and special projects as needs emerge

Opportunities

These positions offer a rare chance to work at the center of one of the highest-priority public policy issues in the country. Housing affordability and homelessness command sustained national attention, and the work here is highly visible and consequential.

You will collaborate with a diverse set of stakeholders across the housing and homelessness field, including housing developers, architects, policy experts, and practitioners. You will develop hands-on, applied experience as the Department transitions toward adopting cutting-edge systems and practices, contributing to program models and approaches that can shape how the County and the broader region respond to these challenges. For a professional looking to build experience at the intersection of policy, finance, design, and community impact, this is an opportunity to do meaningful work alongside leaders in the field.

Desired Skills and Capabilities

- Exceptional written communication, including the ability to translate complex regulations, policies, and technical information into clear and accessible language
- Strong policy analysis and research skills, with the ability to synthesize information from multiple sources and identify practical implications
- Strong quantitative and qualitative analytical skills

- Ability to interpret statutes, regulations, contracts, grant requirements, or administrative guidance
- Ability to exercise sound judgment and make recommendations supported by data, policy, and stakeholder input
- Ability to build collaborative relationships across organizations, disciplines, and communities, including experience coordinating initiatives involving multiple partners or jurisdictions
- Strong attention to detail while maintaining awareness of broader strategic objectives
- Comfort navigating ambiguity and developing solutions to emerging or complex issues
- Strong organizational and documentation practices
- Commitment to equity, public service, and community-centered problem solving

Technical Skills

- Advanced proficiency in Microsoft Excel, including data analysis, tracking, and reporting
- Experience working with databases, data management systems, or reporting platforms and translating findings into actionable recommendations. Experience with Salesforce products is a plus.
- Experience developing public-facing communications, reports, or stakeholder materials
- Knowledge of housing policy, homelessness response systems, fair housing, community development, or social service delivery models

Minimum Qualifications

Appointment will be made at the Specialist I or II level based on the candidate's experience and qualifications. The minimum qualifications below are drawn from the official Alameda County class specifications. Candidates appointed through the Temporary Assignment Program must meet the minimum qualifications for the classification.

Housing and Community Development Specialist I

Either I

Experience: The equivalent of six months of full-time experience as a Housing and Community Development Technician II in the Alameda County classified service.

Or II

Education: Possession of a Bachelor's degree from an accredited college or university with a major in city, regional or urban planning, public administration, public policy, real estate, economics, sociology, or a closely related field. If the Bachelor's degree is in a related field, the applicant must show an academic study nexus to housing and community development work.

And

Experience: One year of full-time community or program planning experience in a housing, community development, or related service-enriched housing program.

Housing and Community Development Specialist II

Either I

Experience: The equivalent of one year of full-time experience as a Housing and Community Development Specialist I in the Alameda County classified service.

Or II

Education: Possession of a Bachelor’s degree from an accredited college or university. A degree in a field related to community development, such as city, regional or urban planning, business administration, economics, public administration, public policy, public health, political science, social work, or urban studies, is preferred but not required.

And

Experience: The equivalent of two years of full-time experience working in a local government or community-based organization performing similar work to the Housing and Community Development Specialist II classification, such as program development, policy analysis, grant or contract management, planning, and administrative work.

Substitution: A Master’s degree or higher may be substituted for one year of the experience required under Pattern II.

Please refer to the official Alameda County class specifications for the complete minimum qualifications and the full classification description.

Compensation and Benefits

These positions are filled through the County’s Temporary Assignment Pool (TAP). TAP employees are provisionally appointed as Human Resource Services employees and are classified as Services-As-Needed (SAN). The hourly rate is set within the applicable Housing and Community Development Specialist I or II salary range and is determined by the difficulty of the assignment and the candidate’s skills, experience, and education.

- **Housing and Community Development Specialist I:** approximately \$84,727 to \$101,439 annually at full-time equivalent
- **Housing and Community Development Specialist II** approximately \$97,012 to \$ 115,908 annually at full-time equivalent

TAP employees are eligible for medical and dental benefits once eligibility criteria are met. As temporary positions, TAP assignments do not include the full benefits package available to permanent County employees, and continuous employment is not guaranteed. Work assignments may run up to eighteen months in duration.

How to Apply

To apply, please email a resume and a brief cover letter describing your interest and relevant experience to:

HCD.Policy.Program@ACHCD.org

Please reference “HCDS I/II Temporary Assignment” in the subject line.

Recruitment Timeline

- **Applications due:** Wednesday, July 15, 2026
- **Interviews:** July 20 and 21, 2026
- **Anticipated start date:** August 3, 2026

Dates are subject to change.

The County of Alameda is an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of the communities we serve and to fostering an inclusive environment where all employees can thrive.