



HOUSING MANAGER

CITY OF IRVINE



Irvine Cares

A GREAT FIT

The City of Irvine is redefining what it means to care for a community. As part of the City's evolving Health & Wellness strategy, City leadership has launched a bold and compassionate initiative: *Irvine Cares*. This comprehensive, community-first approach merges affordable housing innovation with expanded social support. This is more than just a housing program; it is a call to action.

Why Irvine Cares

Irvine Cares is designed to support the City's growing population of at-risk residents — families, students, seniors, and youth — through both affordable housing solutions and integrated social services. It is a targeted response to an urgent reality: over 60,000 Irvine residents are at risk due to housing instability or economic hardship.

Historically, Irvine has built more affordable housing than any city in Orange County — over 5,000 units. However, under the traditional model, these homes often go to non-local applicants. *Irvine Cares* is changing that.

As Housing Manager, you will help lead the charge to:

- Prioritize Irvine-connected individuals and families in future housing opportunities
- Design and implement new housing preference policies
- Support land contributions and new funding models to drive locally focused development
- Tailor affordable housing to specific needs, including single parents, working families, seniors, and transitional youth

Innovative Programs Underway

The *Irvine Cares* initiative includes several groundbreaking efforts already in motion:

- ***Irvine Cares* Family Housing Assistance Program**
In partnership with Irvine Company and Irvine Unified School District, supporting families with children experiencing housing instability.
- ***Irvine Cares* Housing for Higher Learning**
Partnering with Irvine Valley College to address student homelessness and housing insecurity.
- ***Irvine Cares* Road Map to Success**
Connecting at-risk youth with mentorship and life skills to foster long-term independence.

Beyond housing, *Irvine Cares* is building a new Community Resource Center at Heritage Park, in partnership with Hoag Hospital. This hub will integrate senior services, food security programs, and non-profit resources, providing a centralized, dignified access point for those in need.

We are Looking for a Leader Who is Passionate about Housing

If you are ready to build more than homes — if you are ready to build stability, dignity, and a better future for Irvine families — join us. Be the heart behind *Irvine Cares*.

Success in this high-performing organization requires more than technical know-how. It takes character, collaboration, and a passion for public service. The successful candidate must also be a:

- Resourceful problem-solver who knows how to keep things moving, even when plans change.
- Hands-on leader who is not afraid to jump in, work alongside the team, and create a culture of growth and high performance.
- Team-first mentor who brings people together, supports their development, and puts the group's success ahead of ego.
- A positive, can-do leader who's always ready to roll up their sleeves and figure out how to get things done.

If you are energized by purpose-driven work, inspired by innovation, and eager to be part of a team that prioritizes people and community, the City of Irvine could be the next meaningful step in your career.

THE CITY & COMMUNITY

The City of Irvine is a Charter City, operating under a Council/Manager form of government. Its departments include Administrative Services, City Manager's Office, City Clerk's Office, Communications & Engagement, Community Development, Community & Library Services, Human Resources, Public Safety, and Public Works & Sustainability. Since its incorporation in 1971, Irvine has become a nationally recognized City, with a population of over 318,000 that spans 66 square miles and is recognized as one of America's safest and most successfully master-planned urban communities. In 2021, Irvine was the fastest growing city in California, and it is now the 13th largest city in the State by population.

Irvine is home to more than 20,000 businesses and several robust industry clusters, including life sciences, information technology, aerospace, advanced manufacturing, and digital arts and media. Top-rated educational institutions like University of California, Irvine, an enterprising business atmosphere, sound environmental stewardship, and respect for diversity, equity and inclusion all contribute to Irvine's high quality of life. This family-friendly city features more than 16,000 acres of parks, sports fields, and dedicated open space and is home to the Great Park. Other notable attractions include the Irvine Spectrum Center, Irvine Barclay Theatre, and Bommer Canyon Preserve. Unsurprisingly, the City of Irvine was voted the "Best City to Live in" for the ninth consecutive year by the Orange County Register readers in 2024.

ONE IRVINE

To succeed in Irvine, an individual needs to have an authentic bias towards teamwork and must be able to get excited about the One Irvine operating model. Through that model, the City has established the following key operational framework.

We are one team... that exists to serve our community in the continual pursuit of a City that offers an exceptional quality of life.

We have one focus... to differentiate ourselves by maintaining an intense focus on establishing Irvine as a learning organization that will serve as an incubated launching pad for people, ideas, programs, and careers.

We are One Irvine... through embrace of a team-oriented approach by living our values every day.

Of primary importance for the One Irvine operating model is our values structure, which serves as an articulation of the behaviors that we expect from all members of our team.

These values include:

- Humility
- Innovation
- Empathy
- Passion
- Integrity

OFFICE OF HEALTH & WELLNESS

In 2023, the City of Irvine launched the Office of Health & Wellness — an innovative step in its continued commitment to community well-being. Operating within the City Manager's Office, this forward-thinking division is led by an Assistant City Manager and the City's first Chief Health & Wellness Officer.

The Office focuses on two key policy areas:

- Expanding access to vital social service programs.
- Aligning affordable housing strategies to better serve Irvine-connected populations in need.

The Office also supports the newly established Health & Wellness Advisory Committee, which serves in an advisory capacity to the Irvine City Council, providing input on health and wellness initiatives related to children, youth, families, housing assistance, and mental health services.



THE JOB

The Housing Manager position reports to the Chief Health & Wellness Director and plays a key leadership role in shaping the future of affordable housing in Irvine. Working closely with the City Manager, Assistant City Manager, and Chief Health & Wellness Director, this position will drive innovative strategies to expand affordable housing options for Irvine-connected residents.

Key priorities include:

- Advancing local housing preference policies
- Updating the City's affordable housing in-lieu program
- Identifying and addressing the needs of specific local populations
- Exploring opportunities to leverage City-owned land for maximum community benefit



THE IDEAL CANDIDATE

The City of Irvine is seeking a dynamic and visionary leader to serve as its next Housing Manager. This experienced housing professional will have a natural team orientation and the ability to lead staff in developing and implementing innovative housing solutions and bring clarity, cohesion, and direction to a capable team of dedicated professionals who take pride in their work and are committed to delivering results. The selected candidate will foster a collaborative environment that encourages innovation, supports creative problem-solving, and inspires a shared commitment to the City's housing goals.

A strategic mindset and proactive leadership approach are essential for guiding the team toward a mission-driven focus aligned with the *Irvine Cares* initiative. Bringing a deep understanding of complex housing issues, this individual will apply a solutions-oriented lens to streamline operations and deliver impactful results that support the City Council's policy priorities. This individual will foster a team-oriented environment grounded in mutual respect, open communication, and professional growth. A commitment to mentorship, innovation, and continuous learning will be key to their success.

The ideal candidate will be a relationship-driven leader who brings a collaborative spirit to every aspect of their work. They will have a proven ability to build strong partnerships across departments and work effectively with community stakeholders and regional collaborators. The Housing Manager must be a skilled listener with an approachable leadership style and the ability to communicate clearly with diverse audiences, including the City Council, commissions, other public agencies, and local organizations.

Any combination of experience and training that would provide the required knowledge and abilities will be considered qualifying. A typical way to obtain the required knowledge and abilities would be:

- Bachelor's degree in planning, social ecology, public administration, or a related field.
- Six (6) years of advanced professional experience with increasing responsibility and management in redevelopment, affordable housing programs, development, and policy planning, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Three years of supervisory experience.
- Possess, or ability to obtain, a valid California driver's license.

SALARY & BENEFITS

The annual salary for this position is \$132,329.60 - \$206,190.40 (Depending on Qualifications/Experience) and is supplemented by an attractive benefits package that includes:

Management Incentive Compensation:

The City offers additional compensation in the amount of 3% above base salary.

Professional Advancement: Employees shall be eligible for a 12.35% Professional Advancement benefit if they possess, or upon attaining, a Master's Degree or equivalent certification.

Longevity Incentive Compensation: The City provides compounding incremental financial incentives of 3% to 10.33% at the 10, 15, and 20 milestone years of service.

Retirement: For new Irvine employees, the CalPERS pension of 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members with less than a six-month break in service from CalPERS or CalPERS reciprocal agency.

Retirement Health Savings: Designed to pay for future healthcare costs. The City shall contribute an amount equal to 2% of an employee's base salary in a retiree health savings account.

Health Plans, Medical, Dental, and Vision Insurance: The City offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance and a disability plan to employees.

Leave: 12 paid holidays per year; 120 hours of personal leave; 96 hours of sick leave; 60 hours of administrative leave (prorated based on date of hire).

The benefits listed above may have additional restrictions. Please refer to the Management Resolution regarding further details.

Vacation: 120-200 hours accrued per year, depending on years of service.

Parenthood Leave: 160 hours of paid parenthood leave. Leave must be taken within one year of the birth or adoption of a child or children.

Allowances: \$100/mo. for cellular service; \$1,000 for cellular equipment initially and once every two years; \$300/mo. vehicle allowance.

Employee Assistance Program: Counselors and referral resources.

Employee Discounts: Entertainment discounts and electronic discounts available.

Flexible schedule: 5/40, 9/80 or 4/10 work week schedules are available with a paid lunch included.

Wellness program: \$1,000/year health and wellness benefit paid each January. Includes on-site fitness centers.

401(a) Plan: The City shall contribute an amount equal to 4% of an employee's base salary in a defined contribution account.

Life Insurance and AD&D: City paid policy for full year's base salary rounded to the next highest thousand.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, August 10, 2025**. To be considered for this opportunity, upload a cover letter, resume, and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com

TB&CO.

Tina White • 619.948.1786

Teri Black • 424.296.3111

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria outlined in this brochure, and applicants with the most relevant qualifications will be granted preliminary interviews by the recruiters immediately. Candidates deemed to be the best qualified will be invited to participate in interviews with the City of Irvine in early September. The top candidates will then be given opportunities to interact with executive management, allowing both parties to further explore their fit and interest. An appointment is anticipated shortly thereafter, following the completion of thorough background and reference checks. Please note that this process is completely confidential. References will not be contacted until the end of the process, and at that time, will be done in close coordination with the candidate impacted.

