



# HOUSING MANAGER

## CITY OF CHINO, CA



## THE COMMUNITY

The City of Chino is one of San Bernardino County's fastest-growing communities, with approximately 93,000 residents and an expected buildout population of 135,000–140,000. Its motto, "Where Everything Grows," reflects both its agricultural heritage and continued growth in families, businesses, and the local economy. Chino has also been recognized as one of the nation's top "Boomtowns."

Located at the intersection of Los Angeles, Orange, Riverside, and San Bernardino Counties, Chino offers regional accessibility with the character of a hometown community.

The City is committed to preserving its heritage while supporting responsible growth that enhances quality of life. Home to many young families (median age under 38), Chino has been recognized as one of America's "100 Best Communities for Young People" and offers extensive parks, recreation, and community programs. Master-planned communities, including College Park and The Preserve at Chino, along with continued commercial and industrial development, are shaping the City's future. Voters recently approved Measure V, generating approximately \$28 million annually to fund infrastructure, public safety, beautification, homelessness services, mental health programs, and drinking water improvements.



## CITY GOVERNMENT

Chino operates under a Council-Manager form of government with a Mayor and four Council Members elected by district. The City Manager is responsible for carrying out the policies and ordinances of the City Council and for oversight of the day-to-day operations of the City organization, including the following departments: Administration; Community Services, Parks & Recreation; Development Services; Finance; Human Resources/Risk Management; Police; and Public Works. Fire services are provided under contract with the Chino Valley Fire District. The City employs 460 full-time and 205 part-time employees and operates with a budget of approximately \$321 million for FY 26-27.

The City emphasizes customer service and professional development through comprehensive employee orientation and an ongoing Leadership Academy for managers.

## DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department guides growth while preserving Chino's character and quality of life. Core functions include Planning, Building, Code Enforcement, Accessibility, Housing, and the Permit Center.

The Development Services Department is supported by a team of 37 dedicated professionals and has an annual operating budget of \$12.2 million for Fiscal Year 2026–27. Four additional positions have been approved for the Housing and Accessibility Divisions and are expected to be filled during the coming year.



## THE OPPORTUNITY

This is an opportunity to lead Chino's Housing Division as housing policy and compliance become increasingly important statewide. The recently restored Housing Manager position will report to the Deputy Director of Development Services and will provide dedicated leadership and strategic focus for affordable housing, neighborhood revitalization, housing preservation, and state and federal grant programs.

As one of Southern California's fastest-growing communities, Chino recognizes that housing plays a critical role in supporting long-term economic vitality and preserving quality of life. The Housing Manager will oversee the City's Housing Element implementation, cultivate partnerships, identify and secure funding, and advance housing strategies that support responsible growth while preserving Chino's community character.

### Key priorities for the new Housing Manager include:

- Strengthen and improve housing programs
- Expand partnerships with developers and nonprofit organizations
- Manage state and federal housing and community development funding programs and grants
- Implement Housing Element requirements
- Advance neighborhood revitalization and housing preservation
- Coordinate housing initiatives across City departments



## THE IDEAL CANDIDATE

The City is seeking a collaborative and strategic housing professional who combines technical expertise with sound judgment, strong relationship-building skills, and a practical, solutions-oriented approach. The successful candidate will have a strong understanding of affordable housing finance, California housing law, and housing policy, along with experience administering state and federal housing and community development funding programs, including Community Development Block Grant (CDBG), HOME, CalHome, Permanent Local Housing Allocation (PLHA), and other applicable funding sources.

As the City's Housing Manager, the successful candidate will build upon the strong foundation already established while providing leadership for an expanding portfolio of housing programs and initiatives. They will be comfortable working in an environment where housing policy continues to evolve and where balancing state mandates, community priorities, financial realities, and development opportunities requires sound judgment and thoughtful decision-making.



The ideal candidate will be an effective communicator who works collaboratively with developers, nonprofit housing organizations, elected officials, residents, funding agencies, and City staff. Experience reviewing affordable housing financial proformas, negotiating housing agreements, and representing an agency on complex housing and community development issues will be highly valued.

The successful candidate will recognize the important role housing plays in supporting a vibrant and growing community. They will identify opportunities to leverage public and private resources, develop effective partnerships, and advance housing strategies that support the City's long-term vision while expanding housing opportunities and strengthening neighborhoods.

Equally important, the ideal candidate will be an engaged and supportive manager who promotes collaboration, accountability, continuous improvement, and excellent customer service. They will work effectively across departmental lines to ensure housing initiatives complement the City's broader planning, economic development, and neighborhood revitalization goals.

The successful candidate will possess any combination of equivalent experience and education that provides the required knowledge, skills, and abilities necessary for successful job performance, such as:

- a bachelor's degree in urban and regional planning, public administration, housing, community development, finance, economics, or a closely related field; and
- five years of responsible experience in housing programs, community development, affordable housing finance, or a closely related field, including
- two years of experience in a supervisory or management capacity.





## COMPENSATION & BENEFITS

The salary range for this position is \$99,532 - \$131,630. Placement within the range will be DOQE. In addition to salary, Chino offers a competitive benefit package that includes, but is not limited to:

- **Retirement –**
  - > Classic employees hired before 10/16/11, CalPERS 2.7% at 55 (8% employee contribution);
  - > Classic employees hired on or after 10/16/11, 2% at 55 (7% employee contribution); and
  - > New members (PEPRA) 2.0% at 62 (7.25% employee contribution, subject to change).
- **Short and Long-Term Disability –**  
City pays for a short/long-term disability program.
- **Management Leave –**  
Employees are provided with 60 Management Leave hours in the first pay period of July each year. Newly hired management employees will receive a prorated Management Leave benefit.
- **Deferred Compensation –**  
City-paid contribution of \$250 per month to a 457 deferred compensation plan. Employees may also participate in a 401(a) defined contribution plan.
- **Other Benefits include –**  
Computer loan program, employee assistance program, Section 125 Plan, and Bilingual Pay.
- **Retirement Health Savings (RHS) Plan –**  
Employee will contribute \$25 per pay period on a pre-tax basis, and 50% of qualifying accrued Sick Leave upon separation or retirement, to an RHS.
- **Life Insurance –**  
The City provides \$100,000 in life insurance coverage. Supplemental life insurance is available at the employee's cost.
- **Paid Holidays –**  
12 days per year.
- **Floating Holiday Time –**  
35 hours of Floating Holiday Time in July each year (prorated for new hires after completing six months of full-time, continuous service).
- **Sick Leave –**  
Credited with 30 hours upon hire, usable after 90 days of full-time employment. Accrue 10 hours per month up to a maximum accrual of 1,080 hours.
- **Sick Leave Hiring Incentive –**  
May be eligible to be credited with up to 200 hours of Sick Leave from their prior employer so long as the prior employer did not compensate the employee for Sick Leave hours at this amount or greater.
- **Tuition Advance Program –**  
Eligible for tuition advancement up to \$3,500 per fiscal year for an accredited college/university degree program or professional development course.

The City does not participate in Social Security, except Medicare. City pays the cost of the employee portion of the Medicare Tax.

More information about benefits for Unrepresented Management can be found [here](#).

## APPLICATION & SELECTION

The closing date for this recruitment is **midnight on Sunday, September 20, 2026**. To be considered for this opportunity, upload a cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com). Submissions are confidential and will be handled accordingly throughout the various stages of the process.

**TB & CO.**

Tina White • 619.948.1786  
TERI BLACK & COMPANY, LLC  
[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed the best qualified will be invited to participate in additional interviews with the City of Chino. The City anticipates making an appointment shortly after that, following the completion of an extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.

This job announcement, and the terms written herein, do not serve as an express or implied contract.