

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

DIRECTOR OF HOUSING DEVELOPMENT

SALARY RANGE: \$107,612.52 - \$125,513.96/Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job description.

EMPLOYEE CLASSIFICATION: This position is classified exempt, thus, not eligible for overtime compensation.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Housing Development Department including housing construction and development activities; to coordinate assigned activities with other Authority departments and outside agencies; and to provide a highly responsible and complex administrative support to the Executive Director and/or Deputy Executive Director.

DISTINGUISHING CHARACTERISTICS

This single position management classification is responsible for the management and administration of the housing development of the Authority, which are major elements of staff support for the Authority's mission. It differs from all other classifications in that it solely responsible to the Executive Director and the Board of Directors for fiscal advice and for the effectiveness, efficiency, and success of these programs.

SUPERVISION RECEIVED AND EXERCISED

- Plans, coordinates, administrative direction with the Executive Director.
- Exercises direct supervision over management, supervisory, professional, and clerical staff.
- Receives general administrative direction from the Executive Director.

JOB DUTIES/RESPONSIBILITIES

1. Develops policies, plans and programs to produce affordable housing by means of new construction or rehabilitation of existing units or acquisitions. Manage the development and implementation of Housing Development Department goals, objectives, policies, and priorities for each assigned service area.
2. Assume full management responsibility for all Housing Development Department services and activities including housing construction and development activities; recommend and administer policies and procedures.
3. Identifies opportunities to increase low and moderate-income housing. Analyzes mandated laws and programs to determine feasibility of projects. Identifies legislative issues related to housing development activities; prepares legislative and policy analyses concerning housing development activities.
4. Develops financial feasibility reports on housing construction and development projects.
5. Selects development sites for housing projects.

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

6. Oversee the contractor selection process. Monitors the design and construction team responsible for architectural services in the design of housing complexes and monitors the progress and performance of developers and contractors' performances on Agency projects.
7. Oversees the priorities and efforts of the Modernization and Development Department.
8. Provides technical assistance to other Agency units regarding financial transactions and funding packages and programs, such as HUD development and modernization funding, tax credit and tax exempt and bond financing and U.S.D.A. Rural Development funding.
9. Prepares development proposals, funding, and grant requests for the necessary resources needed to implement programs of the Agency.
10. Participates in the formation and operation of non-profit public benefits corporations and limited partnerships.
11. Plans, directs, and coordinates, through subordinate level managers, the Housing Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures, meet with management staff to identify, and resolve problems.
12. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
13. Selects, trains, motivates, and evaluates Housing Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Represents the Housing Development Department to other departments, elected officials and outside agencies; coordinate Housing Development Department activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the Executive Director and/or Deputy Executive Director; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
16. Performs related duties and responsibilities as required.
17. Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS

1. May represent the Authority at public meetings and conferences
2. Perform related duties as assigned.

SPECIAL REQUIREMENTS

KNOWLEDGE OF:

- Operations, services, and activities of a comprehensive housing development program.
- Private real estate financing and development contract negotiation techniques.
- Principles and practices of administration and management including supervision, personnel management, budget, and financial management.
- Public housing and tax credits programs, laws, rules, and regulations.
- Community organizations and resources
- County and municipal planning processes
- (6) years of increasingly responsible experience in housing development administration

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

- including three years of supervisory and administrative responsibility.
- Lead and direct the operations, services, and activities of the Housing Development Department.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Has the ability to: Plan, organize, direct, and coordinate work in a manner conducive to full performance. Effectively train, supervise, and evaluate subordinates. Maintain confidentiality. Analyze, interpret, and prepare financial statements and reports. Effectively handle the investment of Authority funds. Design and implement new, improved fiscal reporting systems, including computerized systems. Prepare clear and concise reports. Comprehend and interpret complex rules, regulations, and laws. Establish and maintain effective working relationships with others. Exercise sound independent judgment within established guidelines, and where guidelines are absent, innovate in a responsible manner. Evaluate complex data and draw reasonable conclusions. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Maintain a discriminating intellect that provides the capability of making sound decisions. Operate a personal computer using various Windows-based applications programs.

LICENSE OR CERTIFICATE

Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

EDUCATION

Possess a master's degree from an accredited college or university with a major in accounting, or finance, or an MBA or MPA with an emphasis in management or a related field. Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority.

Experience – Ten (10) years of increasingly responsible experience in financial management, and housing development, accounting, financial analysis, and budget preparation. Implementation of federal, state, and local laws, regulations, and related directives. Two years of supervisory experience

WORKING CONDITIONS

The physical demands and working environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

PHYSICAL CONDITIONS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The employee must be able to sit for lengthy periods of time in an indoor office environment. Must climb, stretch, bend, and lift up to 25 lbs. Excellent uncorrected hearing and a clear unaccented easily understood voice are required in communicating with the public in person and by telephone. Use keyboard equipment for lengthy periods of time.

INSURANCE

Be insurable by the Housing Authority's insurance carrier.