

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: HOUSING AND HOMELESS SERVICES DIRECTOR

DEPARTMENT: HOUSING AND HOMELESS SERVICES

BASIC FUNCTION:

The Housing and Homeless Services Director plans, directs, coordinates and manages the activities of the Housing and Homeless Services Department which seeks to improve or enhance the quality of life and sense of community. The Director will work collaboratively across multiple departments to ensure that all available resources are integrated into a well-functioning housing and homeless services department in compliance with all federal, state, and local requirements.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Deputy City Manager, Community Services. The incumbent is responsible for the overall planning and directing, through subordinates, of the city's affordable housing development, rehabilitation, and rent stabilization programs and provides general strategic and administrative direction to the city divisions and programs as assigned. The work of the Housing and Homeless Services Director is distinguished from other administrative positions at this level by the fact that a major function is to serve as the city's expert on affordable housing development and homeless services.

KEY RESPONSIBILITIES:

Manages, directs, and administers the operation of a large scale, multifaceted affordable housing and homeless programs.

Provide connections between city government and its residents through information sharing and outreach.

Directs the development of the city's comprehensive affordable housing policy that ensure the effective delivery of rehabilitation and homeless services.

Acts as departmental liaison to other governmental, private, and community-based organizations.

Confers with management representatives of other city departments, other governmental jurisdictions, and civic and business organizations regarding affordable housing, rehabilitation, and homeless services.

Develop and implement programs to enhance community connectivity among residents/businesses and other stakeholder groups and city government.

Develop and implement affordable housing, rehabilitation, and homeless programs and oversee expenditure of funds.

Supervise and direct administration of the federal Community Development Block Grant (CDBG), HOME, and other grant programs including the Tenant-based Rental Assistance and Community Activities Grant Programs; administer and monitor city contract for Hiring Center.

Supervise and direct administration of the city's Section 8 Rental Assistance Program.

Provide staff support to the Housing Commission and the City Council Homeless Action Subcommittee.

Attend and make presentations at City Council meetings and various Housing and Homeless Services commissions, community organizations, and civic groups.

Represent the Housing and Homeless Services Department in the community and at professional meetings as required.

Manage, supervise, and coordinate the establishments of goals and objectives and the development and maintenance of policies and procedures necessary to administer the city's Housing and Homeless Services Department.

Manage employees through other supervisors; set goals and objectives; select, train, motivate, and mentor staff; assess performance and make salary recommendations.

Coordinate with the City Council, City Manager, and other departments and divisions of the city to develop and implement all affordable housing and homeless services.

Directs the preparation of staff reports, agenda items and studies.

Ensure that Housing and Homeless Services programs support the city's mission, vision, goals, policies and procedures.

Monitor legislation relevant to programs offered by the department and respond appropriately.

Direct the preparation and administration of the recommended departmental work program and annual budget.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE, SKILLS AND ABILITIES:

Principles and practices applicable to the administration of a city department, including budget preparation and control, purchasing, personnel management and grant funding.

Program management and strategic planning. Policy analysis, development and implementation.

Regulatory analysis and compliance support, future program planning, performance assessment and annual reporting.

Work cooperatively with leaders, city officials, media representatives and the general public; develop productive relationships for creating partnerships in problem-solving.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Business process and performance benchmarking. Staffing, workforce planning and organizational design.

Think in a strategic manner to develop alternative problem-solving and/or solutions when necessary. Resolving sensitive issues and employing effective mediation techniques.

Establish and maintain cooperative relationships with those contacted in the course of the work.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, orally and in writing.

Work well under pressure to meet deadlines.

Data analysis and quality assurance.

Financial procedures and regulations pertaining to real estate development and negotiations, loan management and property improvements.

EDUCATION AND EXPERIENCE

Bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in business administration, public administration, public policy or a field closely related to functional or specialized assignment.

Ten years of progressively responsible professional work experience in municipal government administration or in a closely related field. Experience at an administrative or management level required; minimum five years of supervisory experience.

Three years of experience with responsibility for developing, financing, implementing, and administering affordable housing, rehabilitation, and/or homeless programs is required.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: May 5, 2021