

HOUSING DIRECTOR (Non-classified)

JOB CODE 08760

Effective Date: Rev. 02/06

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to be responsible for developing a City housing strategy. The incumbent directs the department through delegation of responsibility for day-to-day operations to the Assistant Housing Director and division heads. Work involves advising the Commission on Housing and directing diversified assisted and affordable housing programs and housing counseling. General supervision is also exercised over housing maintenance, occupancy services, and program planning and development. The Director has considerable independence for carrying out policy decisions and departmental goals under the general direction of the City Manager and a Deputy City Manager. Work is subject to evaluation based on results obtained.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and evaluates various housing operations to effectively mobilize the City's resources for providing and improving the housing of its citizens;
- Directs studies and prepares recommendations about program development;
- Plans and reviews work relating to the department's budget;
- Reviews, revises, and develops departmental policies and operating procedures;
- Consults with other governmental officials about the operation of housing and development programs;
- Negotiates resolutions of problems and contractual agreements, both internal and external to the organization;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of urban development and housing management.
- Principles and practices of personnel management and supervision.
- Principles and practices of municipal organization and administration.

- Principles and practices of community programs and organizations.

Ability to:

- Interpret and understand community housing needs and problems.
- Work cooperatively with employees, clients, and the public.
- Communicate orally with co-workers, customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings.
- Comprehend and make inferences from materials written in the English language.
- Produce written documents in the English language using proper sentence structure, grammar, spelling, and punctuation.
- Perform a broad range of supervisory responsibilities over others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of progressively responsible management and budget administration experience for a broad range of housing services such as urban development, housing finance, housing development, housing maintenance programs, or other Federally funded related programs, and a bachelor's degree in public or business administration, planning, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.