



CLASSIFICATION NO. 830
Established: 6/06
Archived: 10/13
Reactivated and Retitled: 1/19
Revised and Retitled: 9/22
Retitled: 12/22
FLSA: Exempt
EEO: 1

HOUSING AND COMMUNITY DEVELOPMENT DIVISION DIRECTOR

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize, direct and manage all aspects of the housing portfolio within the Department of Health, Housing and Human Services (H3S); to oversee the administrative operations and program activities of the Housing and Community Development Division (HCD); to implement policies and procedures approved by the Board of Commissioners and/or Housing Authority Board of Directors; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development.

The Housing and Community Development Division Director is responsible for administration, policy setting and implementation of the Division's housing portfolio, which consists of the Supportive Housing Services Program, Community Restoration, and the Housing Authority of Clackamas County (HACC). The HACC is an independent public corporation which owns, manages, leases, maintains and develops housing for low- & moderate-income persons, particularly for those with special needs.

The Housing and Community Development Division Director is distinguished by the other H3S Division Directors due to specialized knowledge and experience related to housing and public housing. The Housing and Community Development Division Director reports to a H3S Deputy Director and provides executive leadership in supporting the HACC Board which provides policy and programmatic guidance, monitors programmatic expenditures and evaluates Division's outcomes.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees the day-to-day activities of the Division's programs including housing management, development, maintenance, and accounting/finance functions; oversees and prepares materials, reports and supporting documents; participates as a member of the management bargaining team and administers and interprets labor agreements.

2. Develops, recommends and implements new and revised policies related to the Division; responds to service needs; establishes goals and objectives and supervises the preparation of annual plans; ensures compliance with Federal, State, and Local statutes, rules, and regulations in all areas of housing.
3. Coordinates activities with national, regional and state organizations, commissions, task forces and groups related to housing; represents the Division in drafting, introducing, advocating and testifying on related legislation; responds to citizen, tenant, city and landlord concerns regarding program operations.
4. In coordination with H3S Director's Office, represents HACC, Supportive Housing and Community Development Projects at Board of County Commissioners, HACC Board and regional meetings.
5. Oversees the development of HACC and Division budgets; presents budget proposals to department director, federal agencies and the Board of Commissioners; oversees the monitoring of revenues and expenditures; researches alternative funding sources including preparing and/or approving grant proposals.
6. Hires and directs management staff to provide quality service to citizens and staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; participates in hiring and selection of housing services positions within Division as needed.
7. Provides administrative direction to Division staff members in program planning and development, and in sensitive issues which could subject the County or HACC to significant liability.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Principles, practices, methods and techniques of public administration, personnel management and budget/grant/contract administration; participative management theories; principles and techniques of housing, property and construction management; applicable federal, state and local statutes, rules and regulations; state and local government operating methods and procedures; funding sources and financing methods for public housing; techniques of negotiation and public relations; land use design principles; community and urban planning principles and practices; housing needs of low and moderate income people.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; develop and implement operational and administrative policies; prepare and justify budget requests and grant proposals; interpret and apply pertinent Federal, State and local statutes, rules and regulations; organize, direct, train, and evaluate management, professional, technical and administrative staff; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and staff; establish and maintain accounting and budgetary control procedures; establish and maintain cooperative working relationships with outside agencies, elected officials, employees and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years in a related field of which three (3) years must include managerial experience including supervisory responsibilities that would provide the required knowledge and skills to perform the responsibilities of this position.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/22