



CLASSIFICATION NO. 277
Established: 8/22
FLSA: Exempt
EEO: 1

HOUSING AND COMMUNITY DEVELOPMENT MANAGER, SENIOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, direct and manage functional areas of the housing portfolio within the Department of Health, Housing, and Human Services (H3S) on behalf of the Housing and Community Development Division Director; to act as the Division Director in their absence; to participate in the Housing and Community Development executive management team planning and budget activities; 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 and Community Development. This includes the Housing Authority of Clackamas County (HACC), which is an independent public corporation that provides rent assistance, resident services, and contracted services to low- and moderate-income persons, particularly those who are disabled and experiencing homelessness, through the ownership, management, lease, maintenance, and development of affordable housing.

The Housing and Community Development Manager, Senior provides broad strategic and operational support to the Housing and Community Development Division, which consists of the Supportive Housing Services Program, Community Preservation, and HACC. The incumbent acts as the division director in that person's absence and provides direction to all Housing and Community Development management to facilitate operational planning, delivery, and outcomes for all programs.

The Housing and Community Development Manager, Senior is a single incumbent classification which reports to the Housing and Community Development Director and provides executive leadership to the Housing and Community Development Division.

This classification differs from the Housing and Community Development Finance Manager classification that is responsible both for a division budget and and management of other division fiscal functions, financial reporting, and financial system compliance requirements. It also differs from the Administrative Services Manager, Senior classification which is responsible for department financial and administrative processes on behalf of a Department Director.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. On behalf of the Housing and Community Development Division Director, oversees the administration of department programs and activities, including street outreach and engagement, regional homeless services coordination, emergency shelter services, rent assistance programs, contracted service provision, resident services, affordable housing development, property management and maintenance, supportive housing, and related program budgeting; oversees and prepares materials, reports and supporting documents; develops systems and controls to improve quality of business processes and performance.
2. Participates as a part of the executive management team in developing strategies and goals to ensure the agency; develops and implements strategic plans and community engagement activities; helps build and design all operations and services in alignment with trauma-informed care practices.
3. Supports the development of annual budgets; provides direction to Finance Team on managing program budgets; recommends budget proposals to Housing and Community Development Director and H3S executive management; researches alternative funding sources including preparing and/or approving grant proposals.
4. Oversees the development of housing annual reports; presents reports to division and department director, federal agencies, and the Board of Commissioners; reviews and evaluates performance of programs; ensures quality assurance and service delivery.
5. Assists in the planning and development of affordable housing development or acquisition/rehabilitation; assists in developing and implementing the repositioning of the Public Housing Portfolio.
6. Hires and directs division management staff to provide quality service to community members 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; enforces a safe workplace and establishes a constant flow of communication among staff.
7. Assists in the development, planning, and implementation of new and revised policies related to the Department and Division goals and objectives; responds to service needs; establishes goals and objectives and supervises the preparation of annual plans; ensures compliance with Federal and State statutes, rules, and regulations in all areas of housing.
8. Assists in the ongoing planning and implementation of regional Metro programs; ensures programs are implemented in accordance with Board approved plans and while leading with racial equity.
9. Oversees and assists in the development of the Division's annual plan, and other required documents that require policies and procedures in alignment with Federal, State, County, and other requirements.
10. Represents the division to public and private agencies and groups; makes presentations before commissions, boards, and the public; responds to citizen, tenant, city and landlord concerns regarding program operations on behalf of the Housing and Community Development Director; coordinates division work efforts and objectives with other county departments or divisions.

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; principles, methods, practices, and procedures of housing development; 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; rent assistance and resident services federal, state and local requirements, techniques of negotiation and public relations housing and support 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 that would provide the required knowledge and skills to perform the responsibilities of this position.

PRE-EMPLOYMENT OTHER 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.

POST-EMPLOYMENT OTHER REQUIREMENTS

Currently has or ability to obtain Public Housing Manager Certification within twelve (12) months of hire.

Currently has or ability to obtain Housing Choice Voucher Certification within twelve (12) months of hire.

Edited: 11/22