CITY OF OCEANSIDE

REVISED: JAN 2006
JOB CODE: 1205UM
UNIT: MIDDLE MANAGEMENT

HOUSING AND NEIGHBORHOOD SERVICES DIRECTOR

*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.*

DEFINITION

Under administrative direction in the planning, development, implementation and administration of the City's housing programs; to act in the absence of the Housing Director; to supervise subordinate professional and support staff; and to perform related work as required.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, directs and supervisors the formulation of the Comprehensive Housing Affordability Strategy (CHAS); prepares and presents complex technical administrative studies, reports and recommendations to a variety of commissions; participates in complex contract negotiations concerning property acquisition, rehabilitation, disposition and relocation; monitors contracts; coordinates plans and activities with appropriate officials and agencies; directs, coordinates and reviews the work of consultants retained by the Housing Department; describes general rules, regulations and administrative policies for the department; supervises the preparation of the departmental budget and controls the expenditure of funds; represents the department to a variety of commissions, professional organizations, citizen groups and the general public; prepares department plans and strategies; prepares agenda materials for the Housing Commission, CDC and City Council meetings; prepares a variety of reports to agencies such as HUD and HCD; and staffs the Manufactured Home Fair Practices Commission.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods of assisted housing programs, urban planning, economic analysis, municipal finance and affordable housing;
Federal, state and local laws and regulations pertaining to low and moderate income housing programs;
Principles and practices of public administration and management;
Research methods and techniques; and
Principles and practices of supervision and training.

Ability to:

Plan, organize, direct and supervise the activities and personnel of the Housing Department.
Analyze issues and proposals and determine an effective course of action.
Establish and maintain effective relationships with a wide variety of public officials, associates, civic groups and the general public.
Negotiate with consultants, developers and property owners.
Develop and plan a departmental budget and work program.
Prepare and present comprehensive written and oral reports.

Experience and Training Guidelines

Experience: A least six years of professional level experience which includes preparation of grant applications for low and moderate income housing programs; interpretation and application of laws and regulations relating to assisted housing program; participation in property acquisition/rehabilitation programs; experience in federal subsidized housing programs; and three years supervising professional level housing staff. Public sector experience is highly desirable.

Training:
A Bachelor's degree or higher degree; and bilingual (Spanish-English) speaking skills are desirable.

License:
A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.