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Position Description

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Director of Housing & Neighborhood Preservation
 Working Title **Director of Housing & Neighborhood Preservation**
 Department/Division **Housing and Neighborhood Preservation - Directors Office**

Job Type
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 Requisition ID:
34256
 Work Location:
Housing - Municipal Center
 Pay Range:
A.23: \$103,896.00 - \$157,456.00

Starting Salary:
Minimum of the Pay Range
 Work Schedule:
Monday - Friday, 8:00 a.m. - 5:00 p.m.
 Part Time Hours/Wk:
 Application Deadline:

Job Duties:

The Director of Housing and Neighborhood Development directs the activities of the department including planning, program development, financial development, monitoring, and coordinating activities to facilitate the implementation of neighborhood revitalization and housing activities as governed by federal, state, and city regulations and policies. She/he plays a leadership role in advancing the City's Strategic Plan, specifically the Safe and Healthy Community key focus area, dedicated to improving homelessness programs and responding to community needs.

Job Duties: Direct and coordinate the formation of partnerships with citizen groups, neighborhood organizations, private for-profit and non-profit corporations, and other city agencies to accomplish the goals of the department.

Direct the assessment of housing and neighborhood preservation needs of the City and develop funding, plans, and strategies to address them; maintain effective liaison with City Council, citizens, neighborhood organizations, developers, corporations, department customers, state and federal officials, and other city departments.

Report to the City Manager and City Council regarding department activities.

Direct the preparation of plans and reports to comply with city, state and federal requirements.

Represent the department and the City in community, regional, state, and federal activities to develop resources for, and obtain information on, housing and neighborhood preservation activities.

Aligns resources with department and City strategies (e.g., links common management to the organization's mission and desired outcomes).

Ensures department accountability (e.g., through demonstrated systems thinking, issues and trends identification, and effective resolution).

Fosters federal, state, and regional cooperation where opportunities exist to further the City's and region's visions and departmental goals.

Directs workforce planning, and focus learning and development to meet current and projected departmental needs.

Establishes departmental systems, processes, and approaches.

Facilitates effective communications throughout all levels of the organization and with Council and the public.

Creates effective links and relationships with the media, community groups, and various constituencies.

Facilitates the exchange of ideas and information between the City organization, employees, and the community.

Identifies, develops, and proposes internal (city) and external (community) issues for review and/or action by the City.

Serves on and supports related boards and commissions as required.

Develops methods to change and improve performance.

Designs and implements change processes to enhance and/or improve Housing and Neighborhood Preservation operations.

Creates a work environment that supports and encourages innovation and promotes learning, productivity and positive morale.

Leads the development of Human Resources, including volunteers, through effective management practices (e.g., coaching, delegation, and rewarding member successes).

Official City Job Description:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:3c66ba53-9004-4eac-b894-b6344b33e250>

Working Conditions:

Minimum Requirements:

PREFERRED QUALIFICATIONS: Master's degree in urban planning/studies, public administration, government operations, business management, or a related program and six (6) years of high-level management experience OR a combination of education (above high school level) and experience equivalent to twelve (12) years in fields utilizing the knowledge, skills, and abilities listed above, including five (5) years at the program management or administrator level. Must have a current and valid driver's license.

Additional Requirements:

DMV Transcript: Not Required
 CDL: Not Required
 DOT History: Not Required
 CPS Check: Not Required
 Physical: Not Required
 Respirator: Not Required
 Polygraph Review: Not Required
 Psychological Screening: Not Required

Attachments Required:

Preferences:

Comprehensive knowledge of community development and housing programs to include legislation and federal, state and local laws; federal grants funding experience; comprehensive understanding of financial management; experience communicating across multiple programs, functions, stakeholders, etc; and demonstrated track record identifying new opportunities to impact housing and neighborhood related programming.

Special Instructions:

This job posting will be advertised until filled; however, the first review of applicant submittals will occur by August 8th, 2021.

As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

- Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
- Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.
- Please provide a copy of any certifications or related professional licenses.

VRS Contribution: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

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