



The Los Angeles County Development Authority (LACDA) is a dynamic and innovative local government agency created in 1982 by the Los Angeles County Board of Supervisors. The agency is an industry leader in its four core service areas: affordable housing, community, economic, and housing development. Funded primarily with Federal grants, the LACDA prides itself on sponsoring new solutions to local issues and forming partnerships with private and public agencies. To learn more about the agency's work in support of its mission to Build Better Lives and Better Neighborhoods, please visit www.lacda.org.

HOUSING ASSISTANCE DIRECTOR

Alhambra, California

Salary Range: \$129,224 - \$189,997

Filing Deadline: April 18, 2022

We Build Better Lives
& Better Neighborhoods

POSITION SUMMARY

Imagine yourself as the next Director of Housing Assistance for the LACDA, leading a Division that thrives on innovative ways to break the cycle of poverty and provides viable, affordable housing solutions for the County's most vulnerable populations. If you have the passion, creativity, skills and vision to take this Division to the next level, this could be your next career move! The new Director must embrace and advocate for the agency's vision, while directing the activities of the second largest housing authority in Southern California, which receives funding from the U.S. Department of Housing and Urban Development (HUD) to administer the Section 8 Housing Choice Voucher (HCV) Program, as well as other targeted and grant funded rental subsidy programs for more than 24,000 low-income households. Additionally, the new Director will enforce Housing Quality Standards, coordinate affordable housing preservation activities, and ensure sound management of the LACDA's housing policies, procedures and regulations, as well as developing and implementing the Homeless Initiative Strategies.

PROFESSIONAL/BEHAVIORAL COMPETENCIES

- Is an energetic and courageous inspiring leader that conveys self-confidence, takes initiative, and consistently demonstrates good judgement.
- Has exceptional communication and interpersonal skills to work well with staff, executive management, outside agencies and other County departments.
- Commits to agency transparency and accountability.
- Is flexible and willing to exchange and encourage new ideas and can build consensus while helping to shift the Division toward an exciting new and prosperous direction.
- Has a solid understanding on how public, social and human service agencies function.
- Is customer service focused and passionate about serving the agency's customers while being respectful of cultural and economic differences.
- Creates and fosters stability in the Division through succession planning, accountability, and positive morale.

QUALIFICATIONS

OPTION I

- Bachelor's degree in public or business administration or closely related field.
- A minimum of five (5) years of management level experience performing professional level duties involving activities related to Section 8 and community development programs, housing management, housing development, housing preservation, or housing rehabilitation.
- Three to five (3-5) years of supervisory experience is required.
- Must obtain program-related certifications, as required, within first year.

OPTION II

- Bachelor's degree in public or business administration or closely related field.
- A minimum of eight (8) years of progressively responsible and relevant experience in the administration of public housing and/or assisted housing programs.
- Experience in the management of a Section 8 rental assistance program.
- Three to five (3-5) years of supervisory experience is required.
- Must obtain program-related certifications, as required, within first year.

ESSENTIAL JOB DUTIES

- As a key member of the Executive Leadership Team, supports the Executive Director in ensuring the vision, mission, goals, objectives, and requirements of the Division are achieved on time and within budget.
- Oversees the development, utilization and enhancement of established administrative structures to ensure that internal and external policies, procedures and resources are developed and dedicated to support full adherence to contractual and regulatory compliance obligations associated with each of the Division's funding sources.
- Performs supervisory responsibilities including establishing performance plans and objectives, training, assigning and reviewing work, discipline, and discharge.
- Ensures all Division staff maintain a high degree of professionalism and exceptional internal and external customer service, including but not limited to, waiting list administration, intake/assessing clients' needs, occupancy, inspections, and quality assurance.
- Maintains program compliance for the certification and HUD compliance with Section 8 Management Assessment Program (SEMAP), and agency plan certifications. Identifies areas of compliance risk and oversees risk audits as necessary pertaining to Housing Quality Standards, SEMAP, Finance, Fair Housing, etc. Presents thoughtful solutions for managing and mitigating risks.
- Oversees the planning, development, implementation and administration of housing subsidy programs (i.e., Housing Choice Voucher (Section 8), Family Self-Sufficiency Services (FSS), Continuum of Care (CoC), VASH, Housing Opportunity Persons Living With Aids (HOPWA), etc.), tenant protection and family self-sufficiency programs.
- Develops and manages the annual Division budget of half a billion including Section 8, VASH and CoC, as well as Community Development Block Grant Program and HOME Investment Partnerships Program funds. Tracks budget goals, revenues, and expenditures.
- Manages the development and implementation Division services and Homeless Initiative Strategies by coordinating and facilitating programs and projects with other County departments, outside agencies and/or organizations.
- Interacts with businesses, public officials, and public agencies; attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in affordable housing, particularly as it relates to housing subsidies and preservation. Travel to various locations throughout the County is required.
- Communicates clearly both orally and in writing. Is concise, accurate, organized, professional and timely.
- Performs other related duties as assigned.

“I NEVER THOUGHT THAT I WOULD BE ABLE TO BECOME A HOMEOWNER, BUT NOW ALL THINGS SEEM POSSIBLE.”



Zakiyyah
- FSS Graduate

COMPENSATION AND BENEFITS

The annual salary range for this position is \$129,224 - \$189,997 per year, DOQ.

In recognition of the value its employees deliver, the LACDA offers a generous compensation and benefits package which includes 13 paid holidays per year, vacation leave, medical and dental insurance for employees and their eligible dependents, optional Flexible Spending Account, Employee Assistance Program, life and disability insurance, deferred compensation options, and retirement benefits through the California Public Employees Retirement System (CalPERS).

APPLICATION AND SELECTION

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the process) by April 18, 2022 at 5:00 pm PST. Resume should reflect years and months of employment, beginning/ending dates, as well as a size of staff and budget you have managed.

Please go to our website to submit your application:

<https://www.governmentjobs.com/careers/CPSHRRS/jobs/3477122/housing-assistance-director>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the LACDA. Selected candidates will be invited to participate in further interviews and selection activities. An appointment will be made following comprehensive reference and background checks.

FOR FURTHER INFORMATION CONTACT:



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ABOUT LOS ANGELES COUNTY

Los Angeles County is the most populous county in the Los Angeles metropolitan area of California with more than 10 million inhabitants as of 2022. As such, it is the largest non-state level government entity in the United States. Its population is larger than that of 41 individual U.S. states. It has 88 incorporated cities and many unincorporated areas and at 4,084 square miles, it is larger than the combined areas of Delaware and Rhode Island. The county is home to more than one-quarter of California residents and is one of the most ethnically diverse counties in the U.S. Its county seat, Los Angeles, is also its most populous city at about 5 million people.