

MONTGOMERY COUNTY, MARYLAND

# Chief of Housing (MLS Manager II)

Department of Housing  
and Community Affairs



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You're going to **love it** here!*



## THE COMMUNITY

Montgomery County located adjacent to Washington, DC, has over one million residents and is the most populous County in the State of Maryland. The County is also the most diverse in the State and ranks among the top ten most diverse counties in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

Higher education is exemplified within the County by Johns Hopkins University's Montgomery County campus, Montgomery College, and the University of Maryland-University College Shady Grove, creating a thriving center for advanced educational opportunities. Advanced medical centers include Howard Hughes Medical Institute and the National Institutes of Health.

Montgomery County is a leader in technological solutions and advancement in both Maryland and the U.S. being named the top Digital County by Center for Digital Government, designated as a Tech Savvy County by Public Technology Institute, and winning numerous awards for providing customized services, reporting solutions and communication system implementations benefitting over 1.05 million County residents. Many families seeking a high quality of life and excellent schools are attracted to the County for its employment offerings, livable neighborhoods, safe communities, inclusion, and diversity.



## COUNTY GOVERNMENT

Montgomery County Government (MCG) is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help to deliver services to more than one million County residents. Montgomery County is proud of the services it offers. The County Council members and the County Executive serve four-year terms.

Montgomery County has a strong tradition of prudent fiscal management and holds the highest bond rating from each of the three major credit rating agencies. The County has a mandatory balanced budget and develops a six-year financial plan as part of its annual operating budget development process. For FY21, the Montgomery County Government operating budget, including debt service, is \$2.61 billion, and last May the Council approved a Capital Improvement Program budget of \$4.35 billion for FY21-26. The total budget including the school district is \$5.8 billion.

### A More Equitable and Inclusive Montgomery

County Montgomery County Executive Marc Elrich has outlined seven priority outcomes for the County's future:

- Thriving Youth and Families
- A Growing Economy
- A Greener County
- Easier Commutes
- A More Affordable and Welcoming County
- Safe Neighborhoods
- Effective, Sustainable Government

To learn more, go to:  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

## ABOUT DHCA

The Montgomery County Department of Housing and Community Affairs (DHCA) is charged with implementing, managing, and promoting Montgomery County's housing programs including affordable, multi-family and senior housing. DHCA seeks to create healthy, vibrant, and inclusive housing and communities for people of all ages, incomes, and abilities. DHCA works to preserve and increase the supply of affordable housing; maintain existing housing in a safe and sanitary condition; preserve the safety and quality of residential and commercial areas; ensure fair and equitable relations

between landlords and tenants; and support the success of common ownership communities; all with a focus on reducing racial inequities and climate change.

The total approved FY22 Operating Budget for the DHCA is \$61,744,469 with a total of 101.20 FTEs. DHCA expects the total signed agreements for affordable housing projects through the PILOT program to abate \$19 million in taxes in FY21.

## DHCA'S INITIATIVES

- Provide the highest level of affordable housing funding in the County's history by investing \$89 million in affordable housing. This includes \$61 million in the Montgomery Housing Initiative (MHI) Fund, \$22 million in the Affordable Housing Acquisition and Preservation CIP project, and \$6 million for the new Affordable Housing Opportunity Fund.
- Continue to protect lower-income residents of the Route 29/Castle Boulevard and Purple Line corridors from rent increases by working with nonprofits to identify and preserve at-risk naturally-occurring affordable housing (NOAH) and actively engaging purchasers with Rental Agreements to preserve affordable rents.
- Allocate up to \$3 million from the Housing Initiative Fund to support the County's Homeownership Assistance Program for down payment and closing cost assistance.
- Continue to actively underwrite affordable housing loans to preserve and produce affordable housing. Twelve developments, including three senior and eight family projects, have already been identified with another project up for consideration. These developments would preserve or produce over several hundred affordable units.

- Boost economic growth by funding the Countywide Facade Improvement Program which will revitalize commercial areas throughout Montgomery County with a focus on older commercial property.
- Collaborate with Health and Human Services (HHS), and the Housing Opportunities Commission (HOC) to provide rental assistance programs to the residents who need it the most. Over 5,550 households are projected to be assisted in FY22. A renewed focus will be on eviction prevention, including targeted assistance and financial literacy seminars in areas experiencing high evictions.
- Continue to receive funding from Federal Grants (i.e., Community Development Block Grant - CDBG, the HOME Investment Partnership Grant, and the Emergency Solutions Grant), which provide funding for affordable housing, housing rehabilitation, commercial revitalization, focused neighborhood assistance, public services, and preventing homelessness.

Department of Housing and Community Affairs (DHCA)

Website:

<https://www.montgomerycountymd.gov/DHCA/>

## THE POSITION

The Chief of Housing (MLS Manager II) will manage the work of the Division of Housing, which focuses primarily on the development of rentals and sales housing projects, providing housing opportunities that are affordable to a wide range of individuals and families, the elderly, and special needs individuals and groups.

Major responsibilities and duties include:

- Overseeing efforts to increase the production and preservation of housing through complex acquisition and rehabilitation loan programs, including the Housing Initiative Fund and housing initiative utilizing other Federal, State, and County funding sources/ programs.
- Providing recommendations in order to exercise the County's right of first refusal to preserve existing affordable multifamily properties, assists in the development of multifamily housing loan guidelines/ criteria, and overseeing the development of specific projects with other housing agencies, private sector, special needs groups, and nonprofit housing providers.
- Overseeing efforts to promote/create incentives and establish partnerships to develop programs that address single family affordable housing needs, such as the MPDU Program (Inclusionary Zoning), Down Payment and Closing Cost Assistance, as well the







Single-Family Housing Rehabilitation, Weatherization, Group Home Acquisition, Replacement Home, and Federal Lead Hazard Reduction Programs.

- Overseeing the Landlord-Tenant Section. A regulatory/enforcement unit that reviews and investigates complaints involving landlords, tenants, and property managers, mediates issues, negotiates settlements, prepares enforceable documents, and provides support to the quasi-judicial Commission on Landlord-Tenant Affairs (COLTA).
- Overseeing the Common Ownership Communities Program (COC) that provide information, assistance, and impartial dispute resolution to promote an equitable balance among all members of common ownership communities. The COC also provides support to the Commission on Common Ownership Communities (CCOC).
- Assisting the Department Director in planning, developing, implementing, evaluating, and revising housing policies, programs, services, and programmatic objectives to meet changing conditions, needs, and priorities.
- Managing activities of the division by coordinating work and supervising subordinate managerial, technical, and administrative employees to ensure that all interactions of staff with the public are done in a timely, courteous, professional manner.
- Performing financial control, budget, procurement, contract administration/monitoring.
- Manages unionized employees, and fosters a positive labor relations environment based on mutual respect, trust, and cooperation.
- Looks at programs with a racial equity lens and helps the director in designing department policies which reflect the County's commitment to racial equity framework to close gaps and eliminate disparities.

## IDEAL CANDIDATE

The next Chief of Housing shall be an exceptional leader with a heart for the community and the presence and the ability to respond to DHCA's challenges both strategically and tactically. The ideal candidate must have strong analytical skills, sound decision-making abilities, as well as exceptional presentation and communication skills. The ideal candidate shall be a values-based professional that is deeply committed to the mission of DHCA. This dynamic and innovative leader will be a "community steward" that is collaborative, respectful, ethical, and engaging, with a strong commitment to the Montgomery County community.

A background in public housing strategy, underwriting, policy development, bond financing, real estate and experience with leveraging resources is a must. The Chief of Housing must be a responsive and culturally competent leader that possesses a strong understanding of HUD and LIHTC regulations, grant funding sources, homeownership, and affordable housing programs, along with community revitalization experience to plan for the future needs and growth of the community.

## CORE COMPETENCIES

**Accountability:** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does one's fair share of work. Effective and efficient accomplishment of work by the employee contributes significantly to the DHCA's ability to provide adequate housing to the County's low-income residents.

**Business Acumen:** Administers and authorizes expenditures for all federally funded projects. Structure and underwrite complex multifamily credit facilities within public financing risk parameters. Plan, formulate, analyze, implement, evaluate, and modify housing-related policies, programs, services, demands, and trends. Ensure housing and regulator programmatic compliance with applicable Federal, State, and County mandates, laws, and procedures. Oversight of complex affordable housing loan administration/monitoring activities involving large amounts of funds; financial incentives; land acquisitions; complex real estate transactions.

**Research Capability:** Conducts research on national and state housing related programs, works with local, State, and Federal agencies.

**Political Awareness:** Develops and maintains relationships with key local, State and Federal policy makers.

**Regulatory & Compliance Expertise:** Knowledge of local, State, and Federal housing, real estate development laws, regulations, and municipal proceedings. Follows the DHCA's policies and procedures and HUD regulations.

**Results Oriented:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

## EDUCATION/EXPERIENCE

**Experience:** Seven (7) years of progressively responsible professional experience in the fields of urban planning, community development or housing development, multifamily housing finance, or related areas, three years of which were in a supervisory or executive capacity.

**Education:** A Bachelor's Degree from an accredited college or university.

**Equivalency:** An equivalent combination of education and experience may be substituted.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$93,567 - \$169,856** subject to the qualifications, credentials, and experience of the successful candidate. Montgomery County has an exceptional compensation package including pay for performance, medical, dental, life insurance, long-term disability, flexible spending account, defined contribution retirement plan, deferred compensation plan, vacation, sick leave, wellness program, and other highly competitive benefits. The working conditions are outstanding, and the locale is ideal.

### County Executive's Customer Service Commitment

Montgomery County Government is committed to providing exceptional service to our many diverse communities, residents and businesses. I encourage you to contact me if you feel that you have not received excellent service, or have compliments or other comments related to the service you received from your county government.

— Marc Elrich, Montgomery County Executive



## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This recruitment will be open until **Monday, December 20, 2021**. To be considered for this opportunity, please submit your resume, cover letter, and references via this position's recruitment page:

<https://www.cpshr.us/recruitment/1907>

For additional information about this position please contact:

**CPS HR CONSULTING**

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Website: [www.cpshr.us](http://www.cpshr.us)

Candidates deemed to have the most relevant qualifications will be invited to interview with the County and will need to submit their materials through the County's portal as part of their hiring process. Comprehensive reference check will be performed on final candidates.



Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law.