

Deputy Director of Housing & Community Development

Salary: \$72,404 - \$128,377



The City seeks a strategic partner who will embrace and advocate for the City's vision and the communities we serve. The ideal candidate embodies and inspires the City's commitment to deliver exceptional service to the people of Tucson through an organizational culture of innovation and continuous improvement.

COMMUNITY PROFILE

With a culturally diverse population of 528,000, the City of Tucson is Arizona's second largest city located approximately 100 miles south of Phoenix and 60 miles north of the Mexico border. Tucson's metropolitan area exceeds one million people.

Surrounded by four majestic mountain ranges and nestled in the heart of the lush Sonoran Desert valley, Tucson offers residents and visitors the climate, opportunities, amenities, and attractions allowing them to experience an unparalleled quality of life. With sunny days nearly all year, the area offers hiking, biking, horseback riding, bird watching, rock climbing, spelunking, hot-air ballooning, camping, championship golfing, skiing and countless other recreational opportunities in breathtaking scenery. The region is a bicycle enthusiasts paradise and has been designated a Gold Level Bicycle Friendly Community by the League of American Bicyclists. Tucson supports an outstanding variety of cultural activities reflecting the community's rich heritage. Museums and galleries, theater and dance companies, classical and contemporary musical events and festivals are plentiful within this natural desert environment.

Recognized as one of the Mega Trend cities of the 21st Century, Tucson is renowned as an emerging center for biotechnology, solar, optics and logistics. More than 1,200 high-tech businesses including companies like Raytheon, BE Aerospace, Solon, and Universal Avionics, employ over 50,000 citizens from the community and region. Tucson is home to Davis Monthan Air Force Base and the University of Arizona, ranked among the top 58 public universities by US News & World Report.

CITY ORGANIZATION

The City of Tucson has a Council-Manager form of government. The legislative body establishes policies for the city and is comprised of the Mayor and six Council members who each represent a ward while the Mayor is elected by voters independently of Council. The City Manager is appointed by the Mayor and Council and functions as the Chief Executive Officer, carrying out these policies and managing the municipal organization. The City Manager oversees a City staff of approximately 4,500 with a total Fiscal Year 2019/2020 Operating and Capital Budget of \$1.5 billion of which the General Fund budget comprises \$497.6 million.

Plan Tucson,
the City of Tucson's General & Sustainability Plan,
includes Housing as a key City priority and the
document identifies 11 key policies to help guide
Housing decisions.

<https://www.tucsonaz.gov/pdsd/plan-tucson>

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

The Department is responsible for administering the U.S. Department of Housing and Urban Development Programs for which the City of Tucson is the grantee as well as City funded human services. The Department oversees the Public Housing Authority for the City of Tucson and Pima County that administers several HUD programs and the Housing Choice Voucher Program, moderate rehabilitation project-based program, mainstream program for persons with disabilities, Veterans Affairs supportive housing program, and housing opportunities for people with AIDS. More information can be found at www.tucsonaz.gov/hcd. The Department is structured as follows:

ADMINISTRATION DIVISION: Including the Director's office, this section provides overall departmental direction and support services for the Department's four divisions.





PUBLIC HOUSING AGENCY: This section is responsible for managing and maintaining the City's portfolio of 1,956 affordable housing units. Family housing is scattered over 500 sites throughout the community from single-family homes to medium-sized apartment complexes. Included in the portfolio are 1,505 units subsidized by the Department of Housing and Urban Development (HUD) Public Housing Program which provides 100% federally funded housing for individuals and families who meet program requirements. Responsibilities also include Federal Tenant-Based/Private Market Rent Subsidy programs (Section 8 Housing Choice Voucher; Family Unification Program; Veteran Assisted Supportive Housing; Non-elderly Disabled Housing; and Housing Opportunities for People with AIDS). Through these programs, rental assistance is provided to approximately 5,400 households and 32,000 individuals in the greater Pima County area.

COMMUNITY DEVELOPMENT DIVISION: This section is responsible for HUD Community Planning and Development formula programs including the Community Development Block Grants (CDBG), HOME Investment Partnership Program, Shelter Plus Care, and Housing Opportunities for People with AIDS and Emergency Solutions Grant. The division is overseeing the HUD Choice Neighborhoods Planning Action grant to leverage significant public and private dollars to support locally driven strategies that address struggling neighborhoods with distressed public or HUD-assisted housing through comprehensive neighborhood transformation. In March 2019, the Department was elected to serve as the Collaborative Applicant/Lead Agency for the HUD Continuum of Care (CoC) Program in Pima County with approximately \$8.6 million in HUD awarded CoC funds to support local system coordination and 30+ transitional and permanent housing projects in and around Tucson.

COMPLIANCE DIVISION: This section is responsible for ensuring compliance with Davis/Bacon and Section 3, conducts fraud investigations, and inspections, as well as file audits to ensure quality control, oversees the capital fund, ensures staff training and manages the community resources center campus building.

THE POSITION

The Deputy Director reports to the Director and is responsible for assisting in managing the Department with an adopted operating budget for Fiscal Year 2019/2020 of \$89 million of local and Federal (HUD) funding. The Director's office provides overall direction in maintaining coordinated and comprehensive programs for community development, human services, public housing and rental assistance in accordance with federal regulations, policies and procedures established by the Mayor, Council and City Manager.

The ideal candidate is a driver who gets things done and who can support staff to enhance the Department's effectiveness. Someone who is well organized, team and task oriented, with a dynamic personality would be the best fit. Project management experience would be helpful in solving complex problems. The Deputy Director will be responsible to:

- Assist the Director in implementing the Department vision and lead the Department for maximum employee productivity
- Analyze Federal legislation, and determine the availability of Federal funds to support program development and activities
- Assist in directing applications for funding and in assuring compliance with appropriate regulations in the administration of funds allocated for departmental programs
- Develop and strengthen strategic partnerships with community representatives, external agencies, and other stakeholders to address housing related challenges facing the community
- Work with private sector, non-profit, and public agencies to seek funding and build partnership relationships that focus on Community Development, Human Services, and Affordable Housing programs
- Work with private sector and not for profit developers to build and/or reposition housing in key target areas
- Provide relevant experience with asset repositioning including utilization of Rental Assistance Demonstration and Low-Income Tax Credit programs

- Develop and administer the Department budget with staff assistance
- Implement and evaluate staff Department policies, projects and programs
- Analyze organization and community needs and trends, review statistics and opportunities, and communicate information to the Director
- Champion the values of the organization through example and accountability
- Ensure that department operations conform to Local, State and Federal governmental regulations, worker safety and other applicable rules and requirements
- Facilitate creative solutions to complex problems and effectively communicate those to stakeholders
- Develop materials and presentations for the Mayor and Council regarding community development, housing affordability or related subject matter
- Participation in the Tucson Supplemental Retirement System (defined pension plan)
- Vacation and sick leave program
- Medical, dental, long-term and short-term disability, and life insurance
- Deferred compensation
- Professional development and training opportunities
- Medical and dependent care flexible spending accounts
- Employee assistance program

APPLICATION AND SELECTION PROCESS

If you are interested in this exciting and rewarding opportunity to be the City of Tucson's Deputy Director of Housing & Community Development, please submit a cover letter, resume, and six references via:
<https://executivesearch.cpsshr.us/JobDetail?ID=622>

The first review of resumes will occur on **March 16, 2020** and application materials will be screened based on the qualification criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a multi-faceted assessment process which will include written, oral and practical exercises as well as interviews conducted in Tucson.

Contact Information:



Josh Jones, Executive Recruiter
 CPS HR Consulting
 Email: jjones@cpsshr.us
 Phone: (916) 471-3301

QUALIFICATIONS

The City is seeking a progressive leader with a strong background in community development, public housing, rental assistance programs, excellent interpersonal skills, a proven financial management record, and the demonstrated ability to work in a team environment with City management and other staff. This position requires **five years** or more relevant supervisory management experience, with a strong focus on housing development, including budgeting and grant funding. At a minimum, a **Bachelor's degree** or equivalent in Business Administration, Public Administration, City Planning or a related field is required. A Master's degree in Urban Planning, Community Development or Public/Business related field is preferred. A bilingual Spanish and English speaker is desirable.

COMPENSATION AND BENEFITS

The salary range is **\$72,404 - \$128,377** with the hiring rate dependent upon the experience and qualifications of the successful candidate. The City of Tucson offers employees an attractive benefit package that includes:

The City of Tucson is an equal opportunity employer that is child and family friendly, as well as a drug and alcohol-free workplace. Diverse candidates are strongly encouraged to apply.

