



The
County of San Diego
Invites Résumés for
Assistant Director
Housing & Community
Development

(Executive Management)

Anticipated Hiring Range is
\$100,000-\$110,000 Annually
Depending on Qualifications
Excellent Benefits

Filing Period:
OPEN UNTIL FILLED
Review period begins July 20th, 2012
Equal Opportunity Employer



ABOUT SAN DIEGO

San Diego County is California's oldest county and is home to over three million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,200 square miles with 70 miles of Pacific Ocean beach, two beautiful bays, several mountain ranges and a breathtaking desert. The County area is 65 miles from north to south and 86 miles from east to west.

World-renowned tourist attractions include Sea World, Palomar Observatory, and the San Diego Zoo located in magnificent Balboa Park. The region is home to professional sports teams including the Chargers (football) and the Padres (baseball). The arts - music, dance, opera, art film and museums - are abundant.

The cultural ambiance is enhanced by a number of colleges and universities, including San Diego State University, the University of California at San Diego, and the University of San Diego. One in four residents have a college degree. With several Nobel Prize winners among its residents, San Diego is home to some of the world's leading bioscience research and development institutions, including the Salk Institute, Scripps Research Institute, and the La Jolla Cancer Research Center.

COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3). The Department of Housing and Community Development is one of six departments in the Community Services Group.





Assistant Dir. Housing & Community Development

KEY RESPONSIBILITIES

- Assists the Director in planning, organizing, and directing the activities of the Department of Housing and Community Development
- Collaborates with the Director to formulate County policies and programs
- Develops and oversees short and long range housing policies and strategies for the County and Housing Authority
- Coordinates activities with Budget/Finance, Personnel and Fiscal Services
- Seeks out and analyzes information, issues and challenges in order to assure maximum community investment
- Consults with managers on special conditions, technical, administrative, legal and legislative issues, and unusual or emergency field problems
- Determines appropriate action for resolution and progress
- Prepares, administers, and monitors the Department budget within approved appropriation levels

QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public administration, business administration, or a closely related field, and five (5) years of experience demonstrating the ability to develop and implement regional housing and community development programs and processes or closely related field. Previous experience must have included three (3) years of experience at the management level.

IDEAL CANDIDATE

- Experience planning, organizing, managing, and directing the overall operations of a housing/community development program
- Experience developing policies and procedures related to housing and community development
- Experience analyzing, evaluating, and directing the preparation of complex analyses, studies, reports and proposals
- Experience interpreting, understanding and applying provisions of Federal, State, and local legislation, rules, and regulations pertinent to the activities to HCD
- Experience using principles, methods, and procedures of development and implementation related regional development programs and processes

APPLICATION AND SELECTION PROCEDURE

Candidates are encouraged to apply immediately. First screening of resumes will be on July 20th, 2012. Interviews will be scheduled as soon as possible with top competitors. Résumés and cover letters can be submitted online at www.sdcounty.ca.gov/hr. Résumés should include complete employment history (names of employers, position titles held, reporting patterns, salary, and dates of service), professional certifications and academic degrees. Direct questions regarding the recruitment to: Joel.Sevilla @sdcounty.ca.gov. Direct questions regarding the position to: Jennifer.Busskhol@sdcounty.ca.gov.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

The mission of the Department of Housing and Community Development (HCD) is to promote safe, affordable housing opportunities and improved communities in the San Diego region.

The Department of Housing and Community Development improves the quality of lives of San Diego County communities—helping needy families find safe, decent and affordable housing and partnering with property owners to increase the supply and availability of affordable housing. HCD provides many valuable services to both property owners and tenants and strives to create more livable neighborhoods that residents are proud to call home.



HCD develops and administers a wide range of programs whose goal is to assist low-income residents by promoting safe, affordable housing opportunities and improved communities throughout the County. The Department places a high value on integrity, innovation, leadership, diversity, customer service and fiscal stability among others.

Key Service areas include:

- Community Development and Revitalization
- Housing Development
- Rental Assistance

The Position

This position recently became vacant due to the internal promotion of the previous incumbent. This executive management position reports directly to the Director and is responsible for providing leadership and direction in the administration of the public and subsidized housing as well as the management of community development projects through planning, direct service, and quality assurance.