A UNIQUE OPPORTUNITY

The Santa Clara County Housing Authority (SCCHA) Board of Commissioners is seeking a visionary partner, who will fulfill SCCHA’s mission, to serve as its next Executive Director. If you are a seasoned professional and leader committed to a culture of transparency, customer-service, collaboration and communication, please consider this unique opportunity.
MISSION
To provide and inspire affordable housing solutions to enable low-income people in Santa Clara County to achieve financial stability and self-reliance.

The Authority
In 1967, the Santa Clara County Board of Supervisors established the Santa Clara County Housing Authority (SCCHA) as an independent local government agency to administer the federal rental assistance programs authorized by the U.S. Housing Act of 1937. Since 1976 SCCHA has operated the federal rental assistance programs of the County of Santa Clara and the City of San José as one program. In 2008, Congress designated SCCHA a Moving to Work (MTW) demonstration agency.

SCCHA assists over 18,000 households through the federal rental housing assistance (Housing Choice Voucher, also known as Section 8) program. The agency also controls and serves as the managing general partner of affordable rental housing properties throughout Santa Clara County. The majority of SCCHA’s funding comes from the U.S. Department of Housing and Urban Development (HUD). Programs and properties are targeted to assist low, very low and extremely low-income families, seniors, veterans, persons with disabilities and the formerly homeless. Working together with landlords, housing developers, charities and local governments, SCCHA strives to provide housing and support services to as many eligible families as possible.

In all operations, the agency works toward being a model for the innovative use of federal funds in the Section 8 program and in leveraging funds and community partnerships to develop new affordable housing and to preserve existing affordable housing. Some of SCCHA’s achievements include:

» Leading national efforts to make housing assistance more cost effective since 2008, by eliminating unnecessary documentation and procedures, thereby reducing the cost to administer the program and the burden on voucher holders.
» Creation of landlord and voucher holder programs to promote landlord participation in our rental assistance programs.
» Creation of direct referral programs (Chronically Homeless Direct Referral; Special Needs Direct Referral) in partnership with Santa Clara County that allow SCCHA to target vouchers to those most vulnerable in our community with a robust service plan provided by the County.
» Strategic use of project-based vouchers to promote the development and operation of permanent supportive housing apartments under the County’s Measure A affordable housing bond program.
» Pioneering use of the federal Low Income Housing Tax Credit program to develop more than 2,300 units of affordable housing (recognized by numerous awards); maximizing local use of federal dollars and consistently being considered a “high performer” that exceeds standards for quality in Section 8 voucher program administration.
» Being the first housing authority in the nation to earn a “Strong” ranking by Standard & Poor’s.
SCCHA Voucher Programs

<table>
<thead>
<tr>
<th>Voucher Type</th>
<th>Total Vouchers Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Choice Voucher Program (HCV)</td>
<td>14,594</td>
</tr>
<tr>
<td>Project Based Voucher Program (PBV)</td>
<td>2,181</td>
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<tr>
<td>Family Unification Program (FUP)</td>
<td>100</td>
</tr>
<tr>
<td>Mainstream Program</td>
<td>142</td>
</tr>
<tr>
<td>Moderate Rehabilitation Program (Mod Rehab)</td>
<td>74</td>
</tr>
<tr>
<td>Non-Elderly Persons with Disabilities (NED)</td>
<td>10</td>
</tr>
<tr>
<td>Veterans Affairs Supportive Housing (VASH)</td>
<td>1,332</td>
</tr>
</tbody>
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As a Moving to Work (MTW) demonstration agency, SCCHA strives to meet the following three MTW statutory goals established by Congress:

- Decrease administrative costs and increase cost effectiveness in housing program operations,
- Promote participants’ economic self-sufficiency, and
- Expand participants’ housing choices

Governance

SCCHA’s Board consists of seven commissioners, five commissioners plus two program participants, one being a senior citizen. The Santa Clara County Board of Supervisors appoints SCCHA commissioners. The agency is supported by 145 dedicated staff, approximately a $35 million operating budget and was eligible to receive just over $405 million in CY 2020 for rental assistance for various SCCHA programs.

The Executive Director

Appointed by and receiving administrative direction from the Board of Commissioners, the Executive Director plans, directs, manages and oversees the activities and operations of the Santa Clara County Housing Authority and its affiliates, through subordinate directors and managers in the service areas of Housing Programs, Finance, Information Technology, General Services and Human Resources in addition to providing assistance to the Board of Commissioners. The Executive Director role becomes available due to the retirement of the current incumbent, Katherine Harasz, who joined the agency in 2012. Ms. Harasz currently serves on the boards of the National Leased Housing Association, NOVA Workforce Development, Destination: Home, and the Continuum of Care Program for Santa Clara County.

Essential responsibilities and skills of the Executive Director include:

- Assume full management responsibility for all SCCHA programs and its affiliates, recommend and administer policies and procedures, and serve as Secretary of the Board of Commissioners.
- Manage the agency Strategic Plan; establish goals, objectives, and set departmental policies and procedures to meet all the yearly Strategic Plan goals and objectives.
- Oversee the development and administration of the SCCHA budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Provide to the Board of Commissioners regular, comprehensive reports on the revenue and expenditures of the organization and maintain fiscal responsibility and stability.
- Establish policy appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
- Plan, direct and coordinate the work plan for all SCCHA departments, assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems; maintain an open door policy; and, be available to staff in the workplace.
- Embrace collaboration and work effectively with the Department of Housing and Urban Development, congressional delegations, and other federal authorities, outside stakeholders, including representing and coordinating the activities of SCCHA and its affiliates to other agencies and/or organizations.
- Negotiate contracts and agreements with representatives of other governmental agencies.
- Respond to, explain, define, defend and resolve issues pertaining to SCCHA’s programs, policies and activities; negotiate and resolve sensitive and controversial issues; and, advise the Board of Commissioners in a timely manner on necessary actions, problems or requirements.
- Provide staff assistance to the Board of Commissioners, prepare and present staff reports and other necessary correspondence.
- Coordinate media announcements and respond to resultant media inquiries.
- Attend and participate in professional group meetings, stay abreast of new economic and housing trends and innovations, and public agency management and administration.

To learn more, go to: www.scchousingauthority.org
The Ideal Candidate is an experienced and knowledgeable housing professional who is also an effective communicator, trusted partner and approachable leader. Strong candidates will be visionaries dedicated to providing affordable housing opportunities that have included sustainable designs, innovative strategies, and progressive polices, as well as clear implementation of policies and procedures. Candidates should possess senior management expertise with a successful record of achievement in leading housing and programs, oversight of operating and capital budgets, and a sound approach and awareness to the emerging needs of both SCCHA and the community. The Executive Director will ideally possess medium to large agency leadership and management experience including oversight of Federal HUD programs, be an active participant in professional housing and community development organizations and have an existing network of colleagues. If you have the passion, creativity, skills and vision to take the Santa Clara County Housing Authority to the next level, this could be your next career move.

Why you Want to Join SCHHA

» High-performing organization that is only two of 39 housing authorities designated as a Move to Work agency (the County and City each have a designation, we operate as one program).
» MTW designation offers financial stability and the flexibility to design local programs that leverage the impact of our federal funds.
» California’s beautiful bay area
» Dedicated staff wholly committed to SCCHA’s critical mission
» The opportunity to join a community working together to lift as many people as possible out of homelessness

Education and Experience

A Master’s degree from an accredited college or university with major coursework in business, public administration or a closely related field and ten (10) years of experience in a progressively responsible executive or management position in program planning, development, and implementation in areas related to assigned agency responsibilities or in management of a moderate sized public organization or major functional/operational unit including seven (7) years in a supervisory capacity.
Compensation and Benefits

The annual salary range for the Executive Director role is $279,991.56 to $456,076.75, which is complimented by an exceptional benefit package that includes:

**9/80 Work Schedule** – The Housing Authority operates on a 9/80 work schedule, closing its offices every other Friday and giving employees an added day off every other week.

**Medical** – SCCHA is enrolled in the Public Employees Medical Health Care Act (PEMHCA) and covers the medical premium with a monthly maximum cap for employee and dependents. There are several plans to choose from including Kaiser Permanente HMO, Blue Shield, Anthem, United Healthcare and Health Net HMO, Anthem Blue Cross PPO, PERS Select PPO, PERS Choice PPO and PERS Care PPO.

**Dental** – Delta Dental of California – SCCHA pays the premium for employee and eligible dependents.

**Vision Service Plan (VSP)** – SCCHA pays the premium for employee and eligible dependents for the vision insurance.

**Life and AD&D Insurance** – Life insurance coverage is provided by SCCHA at no cost to the employee.

**LTD Insurance** – Long term disability insurance is provided by SCCHA at no cost to the employee.

**Vacation** – SCCHA provides generous vacation leave based on years of service.

**Vacation Payout in Lieu of Time Off** – Employees may request a vacation payout in lieu of time off three (3) times during the year.

**Sick Leave** – Every SCCHA employee accrues 96 hours of sick leave per year.

**Holiday** – SCCHA observes 13 holidays per year.

**Other Benefits** – Include Flexible Spending Account, Employee Assistance Program, Educational Reimbursement, Credit Union and Commuter Benefits.

Application and Selection

To be considered for this exceptional career opportunity, submit your résumé, 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 Monday, December 7th. Résumé should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: https://executivesearch.cpshr.us/JobDetail?ID=1710

For further information contact:

Pam Derby
CPS HR Consulting
(916) 263-1401
E-mail: pderby@cpshr.us
Website: www.cpshr.us

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 immediately following the final filing date. Candidates deemed most qualified will be referred to the Board of Commissioners. Selected candidates will be invited to participate in further interview and selection activities with an Ad Hoc Selection Committee interview scheduled for Monday, December 21st. Selected finalists will be interviewed by the full Board of Commissioners in mid-January. An appointment will be made following comprehensive reference and background checks.