

# SANTA CLARA COUNTY HOUSING AUTHORITY, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## DIRECTOR OF HOUSING



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## THE COMMUNITY

The County of Santa Clara, also referred to as "Silicon Valley," is unique because of its combination of natural beauty and economic diversity. With its numerous urban amenities and one of the highest standards of living in the country, the County has long been considered one of the best areas in the United States in which to live and work.

The County of Santa Clara is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. The fertile Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east and the Santa Cruz Mountains on the west. Salt marshes and wetlands lie in the northwestern part of the County, adjacent to the waters of the San Francisco Bay.

Today, the County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country and a wide variety of diversity of cultures, backgrounds, and talents. The County of Santa Clara continues to attract people from all over the world.

## THE ORGANIZATION

The Santa Clara County Housing Authority (SCCHA), established in 1967 by the Santa Clara County Board of Supervisors, is the largest local provider of affordable housing assistance and is leading the drive to create affordable housing solutions in Silicon Valley.

Since 1976, SCCHA has operated the federal rental assistance programs of the County of Santa Clara and the City of San Jose as one program. In 2008, Congress designated SCCHA a Moving to Work (MTW) demonstration agency.

SCCHA assists about 17,000 households through the federal rental housing assistance (Housing Choice Voucher, also known as Section 8) program. It also develops, controls, and manages affordable rental housing properties. The majority of the program funding comes from the U.S. Department of Housing and Urban Development (HUD). SCCHA's programs and properties are targeted to assist low-, very low-, and extremely low-income households. The vast majority—more than 80%—of client households are 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, SCCHA 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 program participants.



- Revisions to the level of rent subsidy that allowed SCCHA to maintain assistance to all voucher holders despite a 2013 federal funding decrease that would otherwise have required the termination of almost 1,000 families from the program.
- Pioneering use of the federal Low Income Housing Tax Credit program to develop more than 2,000 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's mission is to provide and inspire affordable housing solutions to enable low-income people in Santa Clara County to achieve financial stability and self-reliance.

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.

## THE POSITION

As a member of SCCHA's Executive team under administrative direction from the Deputy Executive Director of Housing, the Director of Housing leads, manages, and directs the Housing Department at the SCHHA; provides highly responsible and complex management support to the Deputy Executive Director of Housing in executing the long-term vision for the Agency; provides leadership to the department to enable division heads to effectively and efficiently maximize available resources; ensures quality services to stakeholders and clients; coordinates assigned activities with government officials, outside agencies, and the public; fosters cooperative working relationships among Agency departments and with

intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional support to the Deputy Executive Director of Housing in areas of expertise; and performs related work as required.

Essential position functions include, but are not limited to managing and directing SCCHA's housing program;



- Plans, organizes, leads, and directs the services and activities of the Housing Department and all of its programs, activities, and services including accounting, financial management and reporting, budget, audit, and treasury functions.
- Participates on the Executive Management team on the implementation of the strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in identifying new funding opportunities and drafting of prospective programmatic budgets and determining cost effectiveness of prospective service delivery.
- Implements directives and policies from the Board; provides guidance and direction to division heads to coordinate and direct programs and projects; meets with division heads to identify and resolve organizational and operational problems; ensures the successful operation of programs and projects.
- Contributes to the overall quality of the Agency's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and Agency needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change; provides training and outreach services
- Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address Agency service and operational needs; advises the Deputy Executive Director of Housing regarding policy issues, programs, and projects to meet community and client needs.
- Coordinates the development and administration of the department's budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness; monitors compliance with budget parameters and general financial policies.
- Develops the department's strategic plan and implements the goals, objectives, projects, policies, and priorities for each assigned service area; establishes, within Agency policy, appropriate service and staffing levels.
- Directs all department services and activities, including Section 8 programs, affordable housing development, public housing, resident services,

and asset management; oversees the coordination of activities with Agency departments, other agencies, organizations, and the public.

- Oversees the asset management team in the management, leasing and acquisition of property and land for the Agency, limited partnerships and affiliate entities; maintains and complies with federal and state real estate and housing laws.
- Leads internal efforts relative to Moving-to-Work (MTW) activities, plans, reports and policy alternatives; advises Executive Management on the alignment of innovative housing programs to the Agency's strategic plan; ensures that the agency is positioned to use its regulatory flexibility to the maximum extent possible; engages legal and other counsel as appropriate to advise the agency on MTW matters.
- Ensures adequate controls are installed and that substantiating documentation is approved and available; leads and coordinates various external and internal audit processes, and ensures housing programs are in compliance with mandated guidelines, rules, regulations and procedures through inter department management; develops and maintains systems of internal controls to safeguard program and financial compliance and ensures adherence to HUD policies, procedures, regulations and guidelines, and compliance with various applicable city, state and federal rules and regulations.
- Reviews and executes highly complex documents, including real estate transactions, legal agreements, contracts, bond and loan documents, and other legal documents that bind the Agency and/or Authority.
- Provides direction on labor management and relations issues.
- Represents the Agency in meetings with governmental agencies, community groups, and various business, professional, educational,

The successful candidate will demonstrate technical skill, depth of experience, and strength of character.

regulatory, and legislative organizations; may act as an Agency liaison with the media.

- Conducts a variety of Agency-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to the Agency staff, Housing Authority Board, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of housing development and affordable housing programs, operations, and other types of public services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect Agency or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Deputy Executive Director of Housing.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting Deputy Executive Director of Housing in his/her absence.
- Performs other duties as assigned.

## THE IDEAL CANDIDATE

We are looking for a talented, passionate person like you to join our team and make a difference in our community. If you want to be part of a collaborative, innovative organization that's building a better Silicon Valley, then apply at SCCHA today!

SCCHA is looking for an experienced proactive administrator and strong manager with exceptional capacity for managing and leading people; a strategic thinker who takes a creative and opportunistic approach to problem-solving and implementing the vision of SCCHA. The successful candidate will demonstrate technical skill, depth of experience, and strength of character. The new Director of Housing must be a strong leader who believes in quality services, strategic cooperation/partnership, and is eager to assume challenge and implement positive change. The ideal candidate will be a consensus builder and work with members of the team to establish goals and programs.

Candidates must possess a master's degree from an accredited college or university with major coursework in business or public administration, finance, planning, social work, or a related field and ten (10) years of progressively responsible executive or management experience 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.

## THE COMPENSATION

The annual salary range for the Director of Housing is \$184,403.70-\$247,118.59/annual. The placement within the established pay range will be dependent upon the qualifications and experience of the selected candidate.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:  
Open Until Filled**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the Santa Clara County Housing Authority. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

