



Position Description

Position Title:	Senior Strategic Advisor	Department:	Executive
Reports to:	Executive Director or Deputy Executive Director	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	06/27/2022
Representation Status:	Unrepresented	Date Revised:	N/A

Summary

The primary purpose of this position is to serve as a principal advisor on all phases of strategic, administrative and financial management and high-level policy matters that have a far-reaching impact on public and assisted housing program services and affordable housing development. This position develops objectives, to include those which are broad and long term with milestones that are clearly documented in complete products to achieve breakthrough efficiencies and positive solutions to improve service delivery.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Serves as principal advisor and technical expert to the Executive Director and Deputy Executive Director to formulate strategic approaches in order to maximize funding allocation, create alternative funding sources, design new programs, improve current program effectiveness and efficiency, and increase the utilization of management concepts, best practices, and new technology advantages.
- Assists the Executive Director and Executive Leadership Team by providing advice and high-level technical analysis on all matters pertaining to public agency finance, affordable real estate development, public and assisted housing management, administration, strategy development.
- Recommends program production goals, priorities and major work plans; develops cost and budget analyses or forecasts and long-range requirements, participates in agency funds control, planning budgeting apportionment, operating plan development, and analysis and forecasting.
- Ensures the development and recommendation of appropriate diagnostic techniques and methods to facilitate adequate needs assessment, thereby enabling the delivery of targeted technical assistance to promote and maintain compliance with U.S. Department of Housing and Urban Development (HUD) and District laws and regulations.
- Assists the Executive Director by performing in-depth evaluations and research of policy issues and alternatives, conducts best practice surveys, cost benefit analyses, inventories of related activities underway, assessments of relative need for competing proposals, and options for action.
- Provides policy interpretations that may have far-reaching implications, assists in cultivating and maintaining relationships with public policy groups, organizations, and other key partners.
- Plays a key role in the development of the strategic plan, team building, and process re-engineering efforts, identifies resource requirements, and designs and recommends assigned project plans.
- Leads major agency strategic and operational initiatives that generate significant, positive operational changes and have positive organizational benefit, that could include software conversations, creation of new programs or departments, or technology innovations.
- Conducts special studies of extremely controversial or sensitive problem areas, which include

Position Description

changes in program operations and staffing necessary to improve efficiency and effectiveness, prepares reports of finding, conducts briefings with the Executive Director and Executive Leadership team providing recommendations which often serve as the basis for new program initiatives.

- Supports the utilization and analysis of data to create opportunities and programs that support positive outcomes for residents and clients. Designs and leads the implementation of infrastructure to sustain ongoing analysis and innovative program design.
- Studies agency data reporting and ensures that data reporting on organizational performance is timely and accurate, conducts internal audits as necessary and makes recommendations to ensure that sufficient business processes are in place to guarantee the accuracy of data being reported.
- Keeps abreast of trends and changes affecting key program areas and advises on potential future challenges and options for effective operations.
- Attends meetings for the Executive Director and Deputy Executive Directors as designated, and as appropriate, express views and positions on programs and/or policy issues consistent with those of the Executive Director.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor's degree from an accredited four-year college or university in public administration, business administration or a related field and seven (7) years of increasingly responsible experience in general



Position Description

administration, finance, public housing, affordable housing, and/or real estate redevelopment including five (5) years of supervisory experience. Master's Degree preferred.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: 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; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including principles of general management, public and business administration, finance and their application in government, HUD regulations, general real estate and landlord/tenant laws, economics, finance, affordable housing development, property management procedures, and policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.



Position Description

Strategic Capability and Leadership: Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name