



DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT

City of Tucson, Arizona



■ EXCITING OPPORTUNITY

The City of Tucson is seeking a dynamic, creative individual who is an effective team leader with a passion for addressing the housing needs of the community as the key executive for the department. The City of Tucson's Housing and Community Development Department plans, funds and operates programs which assist Tucsonans, and families throughout Pima County, to improve their housing options, their neighborhoods, and their lives. The Department is responsible for administering the Public Housing Authority of the City Tucson.

■ THE POSITION

The Director reports to an Assistant City Manager, and is a vital member of the City's Executive Leadership Team. The Director is responsible for managing the Department with an adopted operating budget in Fiscal Year 2014 of \$85 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 and Council and City Manager.

■ CITY ORGANIZATION

The City of Tucson has a Council-Manager form of government. The legislative body is comprised of the Mayor and six elected Council Members at-large. The legislative body establishes the policies for the city. The City Manager is selected by the Mayor and Council and functions as the Chief Executive Officer, carrying out policies and managing the municipal organization. The City Manager directs the organization of 4,400 permanent employees with an annual budget exceeding one billion in Fiscal Year 2014. The mission of the City Manager's Office is to provide an environment that instills trust and confidence in the City of Tucson and its government; supporting the delivery of the highest quality municipal service to residents. The Mayor and Council and a housing program resident/participant collectively serve as the Board of Commissioners for the Public Housing Authority. Three Assistant City Managers, one of whom also serves as Chief Financial Officer, assist the Manager.

“Tucson – What Makes a Place Great?”

Learn more about our beautiful community by watching the Tucson Regional Economic Opportunities video:

<http://www.youtube.com/watch?v=zRkVIPdatPI>



■ HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

The Department is responsible for administering housing, community development and social services programs. The Department acts as the Public Housing Authority of the City of Tucson and administers several federally funded programs. More information can be found at tucsonaz.gov/hcd.

The Department is structured functionally as follows:

ADMINISTRATION DIVISION: Including the Director's office; this section provides overall departmental direction and support services including budget development and monitoring, support for the Metropolitan Housing Commission, inventory coordination, personnel management, safety coordination, training and development, information technology, accounting and financial system control. This division is responsible for coordinating all of the accounting and financial duties of the divisions including all federal reporting requirements and coordinating for federal audits and reviews.

HOUSING MANAGEMENT DIVISION: The division has the responsibility of managing and maintaining the City's portfolio of 1,888 units of affordable housing. 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. The Housing Management Division is 100% federally funded and provides housing for individuals and families who meet program requirements.

HOUSING ASSISTANCE DIVISION: The division is responsible for 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. During the past year, the program distributed over \$40 million of HUD housing assistance funds to more than 2,000 participating property owners.

COMMUNITY DEVELOPMENT DIVISION: The division 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 a HUD lead grant that will reduce or eliminate lead exposure in more than 200 homes. Staff is also completing projects funded thru the Neighborhood Stabilization Program (NSP). Staff from this section manages approximately 100 Human Services contracts for crisis management (food, shelter, case management). Staff works with agencies that participate in the HUD competitively awarded homeless programs (Continuum of Care).



■ DIRECTOR POSITION OVERVIEW AND RESPONSIBILITIES

The Director is responsible for managing, planning, organizing and coordinating all programs, functions, and activities of the Department to fulfill the program and service requirements of the City. This position provides leadership as a member of the City's executive leadership team on an organization-wide and community basis to ensure that public services are provided in alignment with the City's strategic objectives. Additionally, the selected person will be responsible for championing the values of the organization through example and ensuring accountability. The position requires an understanding of conditions that exist in the community and the ability to develop, implement, and administer programs in a manner that strengthens and enhances the social, economic and physical environment of the residents of the Tucson region.



The Director will have the responsibility to:

- Provide overall direction in maintaining a coordinated and comprehensive program for community development, public housing and rental assistance;
- Manage and monitor work performance of senior department managers including evaluating program/work objectives and effectiveness and establishing broad organizational goals and realigning work and staffing assignments for the department and overseeing department activities and resolving operational and personnel issues;
- Direct the development and administration of budgets, policies, projects and programs of the Department to effectively and efficiently deliver high quality services to the City and the community;
- Collaboratively and cooperatively work with the Mayor, Council Members, City Manager, department directors and other senior managers to analyze organization and community needs, and take action in response to those needs;
- Develop strategic partnerships with local governments, community representatives, external agencies, applicants for Low Income Housing Tax Credit Programs, and other organizations to address relevant issues facing the community and to respond as a representative of the City;
- Ensure that department operations conform to local, state, and federal government regulations, and other applicable rules and policies.

■ QUALIFICATIONS

The City is seeking a progressive leader with a strong background in public housing, rental assistance, and community development programs, strong interpersonal skills, proven financial management record, and the demonstrated ability to work in a team environment with city management and other staff.

The ideal candidate will be respected professionally, with over 7 years of progressive management experience in directing, planning, and administering the operation of a multi-functional community development operation. At minimum, a Bachelor's degree or equivalent in Business Administration, Public Administration, City Planning or a related field is required.

■ COMPENSATION AND BENEFITS

The starting salary will be dependent upon the experience and qualifications of the successful candidate up to \$136,000. The City of Tucson offers employees an excellent fringe benefit package, including a defined pension plan, deferred compensation, a voluntary 401(a) plan, health, dental and life insurance, and sick and vacation accruals. The director is also eligible to receive relocation assistance and a car allowance.



■ COMMUNITY PROFILE

The Sonoran Desert surrounds Tucson with majestic mountain ranges and lush desert valleys. Tucsonans enjoy about 350 days of sunshine each year and an average temperature of 83 degrees. Twenty-seven thousand acres of park land support an abundance of outdoor activities. There are many beautiful places to hike, bike, and camp. The southern Arizona region is ranked as one of the five best areas in the United States for bird watching. Golfing is available year-round with over forty public and private golf courses in the area. The mild winters are enjoyable, but if you are missing a little of that northern winter chill you can experience the snow covered slopes on Mt. Lemmon only an hour away.

Tucson has been recognized as one of the most “Megatrend” cities of the 21st century with its emerging presence as a center for optics, astronomy and health services. The metropolitan Tucson area has a population of nearly one million residents. Major employers include Raytheon Missile Systems, IBM, Intuit, Davis-Monthan Air Force Base, several world class resorts and the University of Arizona, which is the premier public research university with expertise in biosciences. Tucson is a regional center for medical research, wellness, health, and telemedicine served by 14 different hospitals in the community.

Nicknamed the Old Pueblo, Tucson is Arizona’s second largest and oldest city blending Indian, Spanish, Mexican and Anglo heritages. It retains the charm of its frontier roots and is highlighted by beautifully colored sunsets that profile the rich cultural community heritage and a progressive growing future. The museums, galleries, theaters, dance companies, classical and contemporary musical events and community events and festivals are plentiful within this natural desert environment. Tourism contributes almost \$2.5 billion annually to the local economy and will continue to be a major contributor to the region’s economic base.

APPLICATION AND SELECTION PROCESS

This position is open until filled. Interested candidates are encouraged to apply as soon as possible, as resumes will be reviewed as they are received with an initial review of applications on October 14, 2013, prior to a City selection process. To be considered for this career opportunity as the Director of Housing and Community Services, submit a letter of application and resume that includes: length of time in each position, current salary, size of staff and budgets managed, with four work-related references to:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the Executive Recruiter. The Executive Recruiter will report the results to the Assistant City Manager. The Assistant City Manager will then select candidates to be invited to participate in an interview/assessment process. We are planning to hold this process during the month of October 2013. An offer of appointment is expected shortly thereafter following extensive reference and background checks.

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.