

CITY OF SIMI VALLEY

DEPUTY DIRECTOR/HOUSING & SPECIAL PROJECTS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities, programs and operations of the Housing and Special Projects division within the Environmental Services department including the City's affordable housing programs and the growth management system; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Director, Environmental Services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Housing and Special Projects division including the City's affordable housing programs, the growth management system, territorial annexations and census counts.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend, develop and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for housing and special projects staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Identify the City's affordable housing needs; promote the development and implementation of affordable housing measures; supervise and direct all related real estate transactions.
6. Oversee and perform financial analysis and cash flow projections of projects.
7. Develop and administer various disaster relief programs for the City; ensure compliance with applicable rules and regulations.
8. Negotiate and supervise the preparation of agreements with developers and consultants.
9. Develop recommended approach to highly sensitive issues pertaining to State mandated practices, overall residential growth and affordable housing.
10. Select, train, motivate and evaluate housing and special projects personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

12. Serve as the liaison for the Housing and Special Projects division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Director, Environmental Services.
15. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to affordable housing and growth management programs, policies and procedures as appropriate; make presentations before planning commission and council.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of housing and growth control measures.
17. Respond to and resolve difficult and sensitive citizen and media inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of a housing and growth management.
Principles and practices of housing program management.
Principles and practices of program development and administration.
Principles and practices of financial analysis.
Methods and techniques of urban planning.
Principles and practices of real estate.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Modern office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive housing and growth management program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze various real estate and financial forms and documents.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, finance or a related field.

Experience:

Five years of increasingly responsible housing programs, urban planning or redevelopment or real estate finance experience including two years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.