

Housing Authority of the City of San Buenaventura



Deputy Director
of Real Estate
Development

The Community

Located just 30 miles south of Santa Barbara and 63 miles northwest of Los Angeles on southern California's beautiful Pacific coast, the City of Ventura, officially the City of San Buenaventura (population 109,000), is one of the country's most livable communities and was recently named one of "The 10 Best Places to Live Now" by Men's Journal and "Ventura County, California is the absolute most desirable place to live in America" according to the USDA Economic Research Service, published in August 2015.

Home to miles of golden beaches, a beautiful downtown district, and a variety of arts, culture, and entertainment options, Ventura is a popular tourist destination. Outdoor recreation opportunities include the Ventura Pier, well-known surfing destinations such as Surfer's Point, and numerous City parks. The revitalized historic downtown district boasts not only museums, galleries, dining, and shopping but also Mission San Buenaventura and the internationally acclaimed Rubicon Theatre Company.

With a high-performing public school district, numerous private school options, and five higher education campuses including Ventura College, educational opportunities abound in Ventura. The City is also home to outdoor clothing manufacturer Patagonia and eco-designer Stewart+Brown. Ventura is a community proud of its long history and rich culture. The City celebrated its 150th birthday extravaganza on April 2, 2016.

The Housing Authority

On September 12, 1949, the City Council of the City of San Buenaventura passed a resolution to create the Housing Authority of the City of San Buenaventura. On December 1, 1949, the first regular meeting of the Housing Authority was held. The Authority is led by a seven member Board of Commissioners.

With a staff of approximately 60 employees, the Authority oversees Public Housing, Section 8 Voucher Program, Affordable Housing, and Resident Self-Sufficiency Programs and Services. The Authority has 489 units from RAD conversion and LIHTC properties, with 131 to be added. The Authority owns and manages approximately 293 Public Housing units for elderly, low-income, and disabled residents, with approximately 416 units in their development pipeline. In addition to housing provided under the Conventional Housing Program, the Authority currently has approximately 1550 Section 8 vouchers.

The Mission of the Housing Authority of the City of San

Buenaventura is to provide and develop quality affordable housing for eligible low-income residents of Ventura County and to establish strong partnerships necessary for HACSB customers to achieve personal goals related to: literacy and education; health and wellness; and job training and employment leading to personal growth and economic self-sufficiency.



The Position

This position reports to the Chief Executive Officer and is a key member of the Housing Authority's executive management team. This position has the overall responsibility for managing the operations and administration of the Real Estate Development Department. Critical functions of this position include real estate development, multi-family design, construction, program administration and federal, state and municipal regulatory compliance and the periodic evaluation of the organization's real estate portfolio and recommendations for strategic disposition of properties. The Deputy Director is responsible for supervising the design of mixed-finance, tax credit and bond financing in order to develop affordable housing.

The Deputy Director of Real Estate Development works with the Chief Executive Officer in developing and managing programs to achieve the Housing Authority's vision and goals. This is a highly responsible administrative and functional leadership position involved in the planning, coordination and management of operations. Work is performed in coordination with the Chief Executive Officer and other department heads, but with a high degree of independence within broad policy statements established by the Housing Authority and the Department of Housing and Urban Development (HUD). The Housing Authority's goals are to build and maintain decent, safe, sanitary and affordable housing for the City of Ventura. The Deputy Director provides direction, leadership and resources in order for these goals to be achieved through the collective effort of Housing Authority employees and community partnerships with public, private and non-profit entities.

Duties include but are not limited to the following:

- Plan, organize, and direct the daily management and administration of all aspects of the delivery of the Housing Authority's Real Estate Development programs, contracts, and activities.
- Mentor, coach, and supervise professional, administrative, technical and construction staff that deliver the department's programs. Ensures staffing levels are adequate to meet anticipated development project projections balanced with budget constraints.

**To learn more about The Housing Authority
of the City of San Buenaventura, please visit
www.hacityventura.org**

- Negotiate and oversee the execution of all documents related to real estate development deals, including business terms of real estate acquisitions; and oversee the documentation of these transactions.
- Identify potential acquisition sites and project feasibility.
- Create and build business relationships with landlords, economic development officials and other municipal, regional and federal representatives involved in economic development; secure business terms consistent with the Housing Authority's goals and needs.
- Conduct due diligence analysis of real estate development opportunities relative to feasibility, insurance, land, architectural and environmental issues.
- Monitor construction process and ensure that construction budgets and projects are on time and on budget.
- Identify and solicit financing, grants and funding for low interest affordable housing construction.
- Assist in the development of Housing Authority policies and procedures implementing Federal, State, and local directives and statutes and other Housing Authority programs; and, as applicable, procedures for department activities and programs.
- Participate in the development and administration of departmental budgets; monitor and make recommendation regarding the source of funds needed by sections and/or programs.
- Principles and practices of tax credit/bond financed housing administration and knowledge of the California Low-Income Housing Tax Credit Program.
- Principles and best practices of multi-family real estate development and operations.
- Knowledge and experience in reading and interpreting Federal, State, and local regulations and experience in dealing with contractors and vendors.
- Knowledge of rehabilitation and new construction processes relevant to multi-family and elderly residential housing.
- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and Housing Authority letters.

Ability to:

- Plan, organize, direct, and coordinate work of lower level staff in a manner conducive to high levels of organizational performance.
- Lead and facilitate team-building and communications.
- Select, train, supervise and evaluate subordinates.
- Pursue and acquire further training as it relates to Affordable Housing and Housing Development.
- Devise and implement innovative approaches to maximize organizational efficiency and responsiveness.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate complex ideas clearly, concisely, and effectively both verbally and in writing.
- Interface professionally and respectfully with all levels of the organization and across diverse cultures.
- Prepare and administer large and complex budgets within established guidelines.
- Establish and maintain effective and successful working relationships.
- Problem solve and manage conflict with positive results.
- Work with culturally diverse populations and perform within strict ethical standards.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Work with a high degree of self-motivation and initiative.

The Ideal Candidate

The ideal candidate will be a strategic, collaborative, and innovative leader able to plan, direct, manage, and oversee all the staff activities and strategic operations of the Housing Authority, while demonstrating a willingness to try new approaches, keeps open lines of communication with employees and clients, and is responsive when attempts fall short. Excellent communication and interpersonal skills are necessary to build positive business relationships, a team-oriented working environment, and ensure that Board adopted strategies and goals are met.

Qualifications and Key Attributes:

Knowledge of:

- Operations, services, and activities of affordable housing programs.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of government financing, budgeting and accounting.
- Principles and practices of public housing administration. Pertinent Federal, State, and local laws, codes and regulations; and the local housing market.
- Purposes, functions, and organization of housing authorities and other local governmental agencies and the functioning of their governing boards.





Education/Certification Requirements

- Bachelor's degree from an accredited college or university with course work in public administration, business administration, or a related field. (Master's degree or equivalent preferred).
- Five (5) years of increasingly responsible administrative experience in the housing industry, including government funding.
- Minimum of three (3) years senior management leadership experience.
- Requires LIHTC/CDLAC experience from applications and financing through conversion, to permanent financing. Housing and Urban Development (HUD) and local financing experience preferred.

Salary And Benefits

The salary range for this position is \$98,860 - \$123,462.

Employee Benefits:

The Housing Authority works a 4/10 work schedule.

All full-time employees receive an \$800 monthly allowance towards payment of benefits.

Current Medical, Dental, Vision, Life, and ancillary plans:

- Kaiser HMO – Kaiser High Deductible
- Anthem HMO – Anthem High Deductible – Anthem PPO
- Lincoln Group Term Life Insurance/AD&D: \$50,000 in life insurance paid by the agency, with the option to purchase up to 5 times annual salary
- MetLife PPO or Safeguard HMO

- VSP Vision Care
- AFLAC
- Medical & Dependent Care Flexible Spending Account
- Employee Assistance Program
- CalPERS Long-Term Care

Available the 1st day of the month after date of hire

Retirement Plan:

The agency participates in the California Public Employees' Retirement System (CalPERS)

- CalPERS Retirement Plan: 2% @ 60 or 2% @ 62, depending on member status.
- CalPERS employee contribution: 7% for classic members or 6.25% for PEPPA members
- CalPERS 457 plan

The Housing Authority does not participate in Social Security.

Paid Time Off:

- Vacation Time: Employees initially accrue per pay period, a total of 80 hours per year. Hours increase based on length of service.
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- Administrative Leave: 40 hours per year
- Holidays: 12 observed holidays per year, plus 10 floating holiday leave hours.

All benefits are determined annually and may change or terminate at the Housing Authority's discretion.

Application Process & Recruitment Schedule

The final filing date for this position is Monday, May 29, 2017. To be considered, please submit your cover letter with current salary, résumé, and a list of six professional references (who will **not** be contacted in the early stages of the recruitment) to: resumes@cpsr.us. Résumés should reflect years **and** months of positions held, as well as the size of staff you have managed.



Frank Rojas
CPS HR CONSULTING
916.471.3111
E-mail: resumes@cpsr.us
Website: www.cpsr.us/search

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the Housing Authority. The most qualified candidates, as determined by the screening process, will be invited to participate in the final interview and selection process. The selected candidate will be subjected to an extensive reference and background check. For additional information about this position please contact Frank Rojas.

EQUAL OPPORTUNITY
The City of San Buenaventura
Housing Authority is an Equal
Opportunity Employer and
values diversity at all levels of the
organization.