



THE HOUSING AUTHORITY
OF THE COUNTY OF SANTA CRUZ

Housing Programs Director





■ The Position

Join us at the Housing Authority of the County of Santa Cruz! This cutting-edge organization designated as “High Performing” by HUD for over 20 years, is seeking a collaborative, participative, entrepreneurial, and relationship-based Director who can provide exceptional leadership to this growing agency!

The ideal candidate will be an active, engaged, and hands-on leader with a background in administration and management of housing programs, with a focus on affordable housing and Housing Choice Vouchers. The recent director retired after serving the Housing Authority for more than 20 years. The Housing Authority is looking for a leader who can identify opportunities for innovation and continuous improvement. Experience with affordable housing programs, and knowledge of landlord and tenant rights and obligations are strongly preferred.

Some of the duties include:

- » Planning, directing, organizing, and managing all aspects of housing programs assigned to the Housing Programs Department, including managing the Housing Choice Voucher program.
- » Ensuring compliance with all regulatory requirements.
- » Managing the staff and fostering an environment of teamwork and collaboration.
- » Developing and implementing internal policies and procedures.
- » Modernizing and streamlining workflows.
- » Providing written and verbal reports to the Board of Commissioners and community partners.

The Director is primarily an internal-facing position. The position will report to the Executive Director or Deputy Executive Director and will directly supervise the Housing Programs Assistant Director and Housing Programs Supervisors, and general supervision to all other department employees.

■ The Community

Situated at the northern tip of the picturesque Monterey Bay, Santa Cruz County, with a population of almost 270,000 residents, is ideally located 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of San Jose and the Silicon Valley. The four incorporated cities within the County are: Santa Cruz, Watsonville, Scotts Valley, and Capitola.

Santa Cruz provides an exceptional quality of life with over 29 miles of pristine beaches, majestic redwood forests, an abundance of outdoor activities, a thriving wine industry, and temperate year-round weather. The sun shines 300 days a year so residents enjoy the Mediterranean climate, low humidity, and mild weather cycles. The State of California owns and maintains over 42,000 acres of parks in the coastal and mountainous areas of the County, with the County maintaining an additional 850 acres of parkland. The local educational system includes: U.C. Santa Cruz, Cabrillo Community College, and several highly related high schools. The local economy is strong, highlighted by the industries of agriculture, tourism, high technology, and the service sector. Santa Cruz provides a beautiful setting and presents an ideal location to live, work, and play.



Mission Statement:

The Housing Authority of the County of Santa Cruz is committed to advancing access to affordable housing and a thriving community free from discrimination by providing affordable housing and delivering inclusive services to our diverse community with compassion and kindness. Our mission extends beyond shelter, utilizing housing as a catalyst to promote equity, economic mobility, dignity, stability, improved quality of life, and a place to call home.





■ The Housing Authority

The Housing Authority of the County of Santa Cruz was created in 1969 with the charter to provide housing and rental assistance for the County's low-income residents. The Housing Authority is an independent public entity, separable and distinct from the County government, though there is cooperation and interaction with the County and incorporated cities. The Housing Authority acts as the sole public housing authority for each of the localities within the County and administers federally funded rental assistance programs for the cities of Hollister and San Juan Bautista in neighboring San Benito County. Since its inception in 1969, the Housing Authority has increased the number of families assisted to over 5,000 and now brings the County over \$100 million annually in housing assistance funds.

The Housing Authority is governed by a seven-member Board of Commissioners who are appointed by the County Board of Supervisors. The Housing Authority was designated by HUD as a Moving to Work agency in 2022, and the Housing Programs Director will have the unique opportunity to develop and implement innovative programs and administrative practices to enhance services for clients and the community.

The agency employs 60 staff, including approximately 30 staff in the Housing Programs Department, and operates with an annual budget of \$150 million, of which \$130 million are pass-through funds in the form of housing assistance payments. Current programs include administration of Housing Choice Voucher ("Section 8") program (5,742 vouchers including 383 VASH), 70 units of farm works housing, and 15 tax credit apartments. The Housing Authority has also established New Horizons Affordable Housing and Development, an affiliated nonprofit organization which exists to act as the owner and property manager of Agency-owned sites and is currently developing a new 20-unit affordable property on the west side of Santa Cruz.

■ Ideal Candidate

The next Housing Program Director should have the following attributes to be successful in this position:

- » Is a role model for topnotch customer service.
- » Maintains a culture of trust, teamwork, and professionalism.
- » Has a high level of self-initiative, motivation, and is innovative.
- » Is a leader focused on outcomes who uses data to problem solve but can also use creative approaches to meet the organization's mission.
- » Communicates and interacts well with staff and others that they work with.
- » Has excellent writing and presentation skills.
- » Is a strong leader with excellent organization skills.
- » Has excellent computer skills.

■ Education and Experience

Any combination of education and experience that would provide the required knowledge and abilities to perform this role. A typical way to obtain the knowledge and abilities would be a minimum of five years management experience in one or more federal housing programs, housing management, social service organization, or real estate. At least three years' experience supervising staff. A Bachelor's Degree from an accredited college or university with major coursework in business or public administration, real estate, planning, or a related field is strongly preferred. A Master's Degree is preferred, as is experience related to housing programs, social or community services organizations, or a similar environment within either the public or private sector.



■ Compensation and Benefits

The Housing Authority of the County of Santa Cruz offers a competitive salary and excellent benefits package. The current salary range for this position is **\$135,574-\$164,777** annually, DOQ. The benefits include:

- » **Retirement:** CalPERS with a 2% @ 62 formula. Employee pays the 7.75% employee portion of the contribution. "Classic" CalPERS members may be eligible for placement on other pension tiers. The Authority does not participate in Social Security.
- » **Holidays:** 15 paid holidays annually.
- » **Hybrid Work Program:** Partial remote work option for qualified staff; in the first year, this position is expected to be 100% percent in the office in working hours.
- » **Alternative Work Schedule** options allowing more flexibility.
- » **Health Benefits:** The Housing Authority contributes a fixed amount toward employees and dependent health, dental, and vision insurance. Employees can pay premium costs with pre-tax dollars through a Section 125 plan.
- » **Vacation:** Accrual at the rate of 132 hours annually during the first 5 five years of service. Accrual rate increases to 156 hours annually after five years.
- » **Deferred Compensation:** Two voluntary 457 programs are offered and paid by employee.
- » **Sick Leave:** Accrual on an hourly basis equivalent to 96 hours annually.
- » **Administrative Leave:** 40 hours of annual administrative leave with the option to cash out unused balance at the end of each fiscal year.
- » **Life, AD&D, short-term, and long-term disability insurance:** The Housing Authority provides life, accidental death and dismemberment, and short-term and long-term disability insurance to eligible employees.



■ Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues) by the first resume review date of **April 13, 2024**. Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpsr.us/recruitment/2333>

For further information contact:



David Niemeyer
Executive Recruiter
Tel: 916-471-3366
E-mail: dniemeyer@cpsr.us
Website: www.cpsr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

