

Summary of Duties: Plans, directs and coordinates a large staff of professional, technical, skilled crafts, paraprofessional, and clerical employees engaged in the implementation and administration of the City's affordable housing development and housing rehabilitation programs; and does related work.

Distinguishing Features: The Director of Housing serves as the head of a major operating division in the Community Development Department, and is responsible for the overall planning and directing, through subordinate supervisors, of affordable housing development and housing rehabilitation programs for the City. The work of the Director of Housing is distinguished from other administrative positions at this level by the fact that a major function is to serve as the City's expert on housing development and rehabilitation. Consequently, the Director of Housing must have a substantial amount of technical, financial, and operational expertise in areas such as: state and federal laws, regulations and codes relating to housing development and housing rehabilitation, administrative procedures necessary to apply for public and private funds, and rules and regulations affecting taxable and non-taxable bond issues, and the City's housing needs, resources, and programs.

An employee in this class reports to an assistant department head and receives minimal direction and supervision. Work is reviewed in terms of the accomplishment of the overall goals and objectives of the program and the department.

Examples of Duties: Manages, directs and administers the operation of a large scale, multifaceted affordable housing development and housing rehabilitation program; through subordinate supervisors, directs the development of the City's comprehensive affordable housing policy, and the study of the Citywide housing stock directs the development and implementation of policies and procedures that ensure the effective delivery of housing development, rehabilitation services, and compliance with City policy and funding source rules and regulations; establishes division work programs, objectives, priorities, work methods, and directs their application to ensure accomplishment of departmental goals; approves contracts, reports, and correspondence prepared by subordinate staff; coordinates the division's housing development and housing rehabilitation programs with programs from other divisions in the department, other city agencies, and other governmental agencies; acts as Departmental liaison to other governmental, private, and community based organizations; appears before City Council and its committees to present and discuss departmental programs prepares the annual administrative and program budget for the division; develops policies and procedures that ensure compliance with various federal and state auditing agencies; reviews and approves recommendations to select, promote, reassign, or discipline subordinate employees; and may occasionally be assigned other duties for training purposes or to meet technological changes or

emergencies.

Qualifications: A good knowledge of the principles, practices, methods and techniques of housing development and housing rehabilitation; a good knowledge of the laws and regulations relating to housing development and housing rehabilitation including seismic rehabilitation rules and regulations; a good knowledge of the administrative procedures necessary to apply for federal, state, local, and private funds for housing development and housing rehabilitation; a good knowledge of the major principles and practices of planning, implementing, administering, evaluating, and preparing contracts for housing development and housing rehabilitation programs; a good knowledge of the rules and regulations affecting taxable and non-taxable bond issues; a good knowledge of the City's housing stock; a good knowledge of the City's housing needs, resources and programs; a good knowledge of Davis-Bacon and related rulings; a good knowledge of the major principles, practices, methods and techniques of supervision including the laws and regulations relating to Equal Employment Opportunity, Affirmative Action, and a good knowledge of the laws and regulation related to equal employment opportunity and affirmative action including the requirements of minority owned enterprise and women business enterprise; a good knowledge of City budgetary, administrative, personnel, and legislative rules and regulations; a good knowledge of the organization and activities of agencies, organizations and businesses involved in housing development and housing rehabilitation; a working knowledge of memoranda of understanding as they relate to subordinate personnel; a general knowledge of the Uniform Building code; a general knowledge of construction processes; the ability to plan, organize, direct, and evaluate the work of a variety of staff engaged in the development and administration of a housing development and housing rehabilitation program; the ability to measure the effectiveness of division's housing development and housing rehabilitation programs; the ability to identify relevant issues and develop reasonable responses and solutions; the ability to develop subordinates through training and performance feedback and to motivate subordinates to maximize productivity; the ability to prepare and present oral and written reports and recommendations concisely, logically and convincingly; the ability to represent the Department before the City Council and its committee's on issues relating to housing development and housing rehabilitation; the ability to deal tactfully and effectively with public officials, employees, employee organizations, and the public.

Three years of full time paid professional experience as a Community Rehabilitation Manager or in a class which is at least at the level which provides experience in the administration of a housing development, housing development finance or housing rehabilitation program; or, three years full time paid professional experience as the director or assistant director of an organization with responsibility for developing, financing, implementing, and administering a major governmental housing development and/or housing rehabilitation program is required for Director of Housing.

Appointments to positions in this class are subject to a one year probationary period as provided by Section 109 of the Los Angeles City Charter.

License: A valid California driver's license and a good driving record may be required for this position.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of the position in this classification. Such determinations must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authorities ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rules 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any individual position shall be.