

**Director of Housing (1568)  
Task List**

1. Manages, directs, and administers the operation of large scale, multifaceted programs, including the development, finance, and preservation of supportive, affordable, rental, and ownership housing, innovative financing, land development negotiations, asset management, and housing rehabilitation.
2. Directs the development and implementation of policies and procedures that ensure the effective delivery of programs, including affordable housing and permanent supportive housing development and finance, preservation, innovative financing, land development negotiations, asset management, and housing rehabilitation, and compliance with City policies and funding source rules and regulations.
3. Establishes division work programs, objectives, priorities, deadlines, and work methods, and directs their application to ensure accomplishment of departmental goals.
4. Reviews and recommends approval of contracts, reports, and correspondence prepared by subordinate staff.
5. Coordinates the division's programs with programs from other divisions in the department, other City agencies, and other governmental agencies.
6. Acts as the Department liaison to other governmental development, private, and community-based organizations.
7. Appears before City Council and its committees to present and discuss departmental programs.
8. Prepares the initial annual budget for a division.
9. Develops policies and procedures that ensure compliance with various federal and state auditing agencies.
10. Reviews and approves recommendations to select, promote, reassign, or discipline subordinate employees.
11. Utilizes department's systems and softwares for common tracking methods of work product and enforcement of timelines.