

# FAIRFAX COUNTY GOVERNMENT

*Come for a Job. Stay for a Career.*



*A place to...*

*call my own*

*Fairfax County First Time Homebuyers*



*A place to...*

*grow young*

*Fairfax County Senior Housing*



*A place to...*

*call home*

*Fairfax County Rental Program*

**DEPUTY DIRECTOR FOR OPERATIONS  
FOR THE  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

## FAIRFAX COUNTY

Fairfax County is one of the premier centers of commerce and technology in the United States. It is among the highest income counties in the country. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia, with 13.5% of Virginia's population, and it is a great place to live, work and do business. The county maintains an exceptional Triple A bond rating.

Fairfax County has an excellent school system and is a national leader in K-12 public education. The public school system is one of the highest-rated school systems in America. It is a leader in higher education, and houses the campuses of five major colleges and universities, including the main campus of George Mason University, and Northern Virginia Community College, the largest community college in the Commonwealth of Virginia.



Photos courtesy of the Fairfax County Economic Development Authority

## HOUSING AND COMMUNITY DEVELOPMENT IN FAIRFAX COUNTY

The Fairfax County Redevelopment and Housing Authority (FCRHA) was approved by voter referendum in 1965 and established in 1966. The FCRHA, a separate legal entity whose members are appointed by the Fairfax County Board of Supervisors, possesses specific powers granted by state law, and is composed of eleven commissioners who serve four-year terms. Nine of the commissioners represent supervisor districts and two are at-large appointees. The FCRHA is Fairfax County's affordable housing finance agency, and is the premier provider of affordable housing in the county. The award winning FCRHA is well known for its regional and national achievements and has been recognized as a "High Performer" by the U.S. Department of Housing and Urban Development for over ten years. Most recently, the agency was named a Moving to Work (MTW) agency, a prestigious title awarded to only 39 housing authorities in the country.

In 1973, the Fairfax County Board of Supervisors established the Department of Housing and Community Development (HCD). HCD serves as staff to the FCRHA as well as the Board of Supervisors. The Department of Housing and Community Development is an integral part of a networked human services system in Fairfax County.

The programs that fall under HCD include: the FCRHA's federal Public Housing and Housing Choice Voucher Programs, the Fairfax County Rental Program, as well as all housing finance activities of the FCRHA. In addition, HCD manages housing and community development programs for the Board of Supervisors, such as the Community Development Block Grant (CDBG) and HOME Investment Partnership funds, the first time homebuyers program, and the Bridging Affordability program.

More information can be found at <http://www.fairfaxcounty.gov/rha/>



## THE MISSION

The mission of the Fairfax County Department of Housing and Community Development (HCD) is to **create** and preserve affordable housing and caring, livable communities; **serve** the diverse needs of Fairfax County's residents through innovative programs, partnerships and effective stewardship; and **foster** a respectful supportive workplace. Fairfax County's "Housing Blueprint" places emphasis on providing affordable housing for those with the greatest need, including homeless families and individuals, persons with disabilities, and people with extremely low incomes. HCD oversees the prioritization and the allocation of resources through the Blueprint.



## THE STRATEGIES

- Moving to Work and "THRIVE" – The FCRHA will use its HUD Moving to Work designation to help program participants move through the county's Housing Continuum toward self-sufficiency.
- Bridging Affordability – to harness the creative power of non-profit organizations to better meet the affordable housing needs of homeless families and individuals, those at-risk of homelessness, and persons with extremely low incomes.
- Re-Focusing existing resources
- Affordable housing for seniors, persons with disabilities, and persons with other special needs
- Leveraging the capacity of public/private partnerships through affordable and workforce housing
- Affordable housing development programs.

## THE GOALS

The Fairfax County Housing Blueprint has four goals:

- To end homelessness in 10 years;
- To provide affordable housing options to those with special needs;
- To meet the affordable housing needs of low-income working families; and
- To produce workforce housing sufficient to accommodate projected job growth.



## THE PROGRAMS

### THRIVE

Total Housing Reinvention for Individual Success, Vital Services and Economic Empowerment: The THRIVE Initiative is all about linking residents to services and programs offered by other county agencies or non-profit organizations aimed at helping them become more self-sufficient. These programs are designed to help residents better manage their money; train for a new job; pursue college or other training; become a better parent; learn English; improve their health; and perhaps even purchase a home.

At the heart of THRIVE is the FCRHA's designation from the U.S. Department of Housing and Urban Development (HUD) as a "Moving to Work" (MTW) agency.

### RENTAL HOUSING PROGRAMS

#### Fairfax County Rental Program (FCRP)

includes all rental property owned by the FCRHA and developed with funds other than Public Housing funds. This local program includes housing for families, single persons, seniors, and supportive housing for special populations. There are over 1,965 FCRP multifamily units. In addition, there are a total of 504 senior units also managed under the FCRP program;



**Public Housing Rental Program** - The FCRHA operates 1,060 units of federal Public Housing. The



Public Housing units are managed and maintained by HCD. The units were built or acquired using federal public housing funds.

Units include townhouses, garden apartments and condominium units, and are located throughout the county;

## Housing Choice Voucher Program -

HCD administers the federal Housing Choice Voucher rental subsidy program (formerly known as the Section 8 Program) for Fairfax County and the cities or towns with which the county has agreements. Participants in the Housing Choice Voucher Program receive assistance to rent privately-owned housing units that are located in apartment complexes, condominiums, townhouses, or single-family homes;

## Senior Housing and Assisted Living Communities

– HCD oversees 10 senior housing and assisted living communities

providing affordable housing for seniors, persons with disabilities, and persons with other special needs. As with the multifamily properties in the Fairfax County

Rental Program and Public Housing, some properties are managed directly by HCD, while others are managed by third-party management firms under HCD supervision;



## FIRST TIME HOMEBUYERS PROGRAM

The First Time Homebuyers Program offers affordably priced townhomes and condominiums- both new and resale – to first-time homebuyers. The program is a component of the county's Inclusionary Zoning Affordable Dwelling Unit Program and has been providing opportunities to low/moderate-income households since 1992.

## COMMUNITY REVITALIZATION PROGRAMS

HCD participates in Community Revitalization Programs focusing on the revitalization of the county's communities through strategic development, land development and investment opportunities.

## REAL ESTATE FINANCE RESOURCES FOR DEVELOPERS OF AFFORDABLE HOUSING

The Affordable Housing Partnership Program provides funds to nonprofit and for-profit housing development organizations for the development and preservation of affordable homeownership and rental housing.

## THE POSITION

The Fairfax County Department of Housing and Community Development (HCD) seeks an innovative and accomplished leader to become the Deputy Director for Operations. This Deputy Director serves in an operational capacity, leading five divisions (152 staff in Rental Services, Asset Management, Property Management, Information

Systems/Services and Financial Management). Oversees the delivery of an array of services, including 1,060 units of Public Housing, more than 3,700 Housing Choice Vouchers, and

nearly 2,500 units of affordable rental housing, including Low Income Housing Tax Credit (LIHTC), and Federal Housing Administration-insured senior, workforce and other housing programs. The Deputy Director also serves as an Assistant Secretary of the Fairfax County Redevelopment and Housing Authority (FCRHA), a US Department of Housing and Urban Development Moving to Work agency. Oversees the implementation of the Rental Assistance Demonstration which is integral to success in the FCRHA's Moving to Work Plan. Works in collaboration with the Director of HCD and the Deputy Director for Real Estate, Finance and Development to create an environment of collaboration and trust, applying systemic approaches to program planning and decision making. Interfaces with the County's Human Services agencies and an extensive network of nonprofit and for profit community partners. On behalf of Director, meets and works closely with members of the Board of Supervisors and Fairfax County Redevelopment and Housing Authority commissioners.

## EDUCATION

Any combination of education and experience equivalent to a Bachelor's degree in business, public administration or related program area; and at least seven years of increasingly responsible managerial and administrative experience

in public administration, financial management, affordable housing management, and/or human services management. A master's degree in an appropriate field may be substituted for one year of the required experience.

## THE CANDIDATE

The best candidate will be an experienced manager with a background in public administration, organizational management and planning, and solid management experience in an affordable housing and human services environment. Ideally, this candidate will have proven experience in a Moving to Work agency with solid management expertise, a strong knowledge of financial management and experience working in a public sector or not-for profit environment. The selected candidate will have demonstrated experience in managing staff as well as programs, with an ability to communicate effectively with boards, elected officials and other senior officials.

## QUALIFYING EXPERIENCE:

Preferred candidates will have a Master's in Business, Public Administration, or a human services field plus seven years of progressively responsible management experience with:

- A background directing, planning and administering affordable housing or human services programs.
- Extensive experience with HUD programs and regulations.
- Proven ability to establish, maintain and sustain partnerships with boards, other governing bodies that have policy and administrative authority, diverse communities, and non-profit/for-profit community providers.
- Ability to collaborate successfully across the county's human services system and with non-profit organizations.
- The ability to see the big picture, recognize political, economic, social, technological, legislative and environmental trends, and implement steps to carry out vision and strategic plan.
- The ability to demonstrate proven leadership skills that build staff capacity for leadership, responsibility for continuous improvement, and accountability for high performance and innovation.
- Exceptional skills for attention to detail and the ability to plan as well as execute strategic initiatives while operating day-to-day functions.

- Highly organized with the ability to ensure solid compliance, good record keeping and accountability.
- Solid budget and financial management and proven experience in managing a budget in excess of \$100 million.
- The ability to hold one-self accountable.
- Exceptional verbal and written communication skills.

## SPECIAL REQUIREMENTS

The appointee to this position will be required to complete a criminal background check and credit history check to the satisfaction of the employer.

## COMPENSATION AND BENEFITS

Salary is open within an established range depending on the qualifications and relevant experience of the selected candidate. The county offers an excellent benefits package, including vacation and sick leave, 12.5 paid holidays per year, retirement, health and life insurance, flexible spending accounts (medical and dependent care), dental, vision, long-term care plan, and deferred compensation.

## TO APPLY

Submit your resume online through Fairfax County's automated application system at:

<http://agency.governmentjobs.com/fairfaxcounty/default.cfm>

**Refer to Job # xxxxxxxxxx when applying.**

**Deadline for applications is 5:00 p.m. (EST) on Month date, 2016.**

**Fairfax county is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

**Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY. and people with disabilities are encouraged to apply.**



*A place to...*



*thrive*



*Fairfax County Public Housing/  
Housing Choice Voucher Program*



*A place to...*



*work*



*Fairfax County Magnet Housing  
and  
Workforce Housing*



*A safe...*



*caring place*



*Fairfax County Group Homes*

## **Fairfax County Department of Human Resources**

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