

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1090

TITLE: DEPUTY DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT

GRADE: S-35

DEFINITION:

Under policy and administrative direction, assists the Director of the Department of Housing and Community Development (DHCD) in overall agency policy planning, administration and operational management to the Fairfax County Redevelopment Housing Authority (FCRHA); provides leadership over operations of the housing and community development programs of the County and the FCRHA; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director, DHCD differs from the Housing and Community Development Division Director in that the Deputy Director, DHCD assists the Director of DHCD in overall agency policy planning, administration and operational management to the FCRHA, while the HCD Division Director serves on the management team that plans, implements, administers, and evaluates all DHCD programs.

ILLUSTRATIVE DUTIES:

Under the policy and administrative direction of the Director of DHCD, is responsible for planning and supervision of complex and sophisticated housing and community development programs and operations;

Directs the staff in the use of federal, state, and local funding and financing to produce affordable housing;

Establishes and administers housing program operating procedures, reviews work progress, develops metrics, initiates operational surveys, and determines overall housing program direction;

Assists the department Director in formulating, processing and implementing housing policy and actions of the FCRHA;

Acts as policy and program liaison with the Board of Supervisors (BOS) and commissioners of the FCRHA;

Consults with and serves as housing policy and program expert to the Fairfax County Planning Commission, Washington Metropolitan Council of Governments and other government, non-profit and community organizations;

Stays current on federal, state and local housing and community development legislation and advises Director, FCRHA and staff on implications of legislative changes for FCRHA;

Initiates and reviews agency correspondence, reports, grant/loan/tax credit applications and BOS and FCRHA agenda items to ensure accuracy, completeness and adherence to federal, state and local policy;

Responds to FCRHA, BOS and public inquiries on behalf of the Director of DHCD;

Collaborates with the department director and finance director in the development of the department's budget and contributes vital data and expertise regarding critical needs, funding strategies and opportunities;

Works directly with the Office of the County Attorney and other legal counsel to ensure compliance with all federal, state and local laws and regulations;

CLASS CODE: 1090

TITLE: DEPUTY DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT

GRADE: S-35

Page 2

Establishes goals, objectives and priorities for division areas, establishes performance measures, monitors progress and evaluates the effectiveness;

Ensures a high level of customer service, public trust and positive work culture;

Provides supervision, coaching and guidance to division directors and coaching, disciplinary action and recognition to other staff;

Oversees professional development of staff, increasing productivity and capacity and ensuring staff meet required certifications in order to adhere to federal, state and local requirements;

Works in concert with the department director and division directors to examine and anticipate workforce needs and responds with a detailed plan and strategy, utilizing the county's workforce planning process in concert with the Department of Human Resources and the Department of Management and Budget;

Member of the FCRHA Loan Underwriting Committee, reviewing and approving applications and ensuring accuracy, completeness and consistency with policy;

Responsible for development, construction, and management of major projects;

Provides technical assistance to partners, private developers, and other county staff;

Works in concert with the Human Resources Manager and division directors to ensure the recruitment, development and retention of a qualified workforce;

Ensures implementation of a consistent, fair and timely performance management process for subordinate staff;

Ensures collaboration with other county and state agencies;

Acts in the capacity of the department director in the director's absence and as delegated.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of housing and community development projects and programs;

Skill in financial management, real estate finance and development;

Knowledge of Federal, State, and local housing programs and the services they provide;

Knowledge of housing laws and programs, site planning, real estate and land-use law and the ability to interpret and apply them correctly;

Skill in solving problems and resolving conflicts;

Ability to establish and maintain effective working relationships with other governmental units and agencies, private developers, and citizen organizations;

Ability to ensure diligent and responsible management of resources;

Ability to leverage county resources by developing partnerships internal and external to the county;

Ability to analyze data and draw sound conclusions;

Ability to make data-based decisions that are aligned with department, FCRHA, and Fairfax County strategic plans;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train and motivate employees;

Ability to develop and apply strategies to develop and retain talented employees;

Ability to plan, direct and coordinate the work of a large staff;

CLASS CODE: 1090

TITLE: DEPUTY DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT

GRADE: S-35

Page 3

Ability to develop leadership in others through coaching and mentoring;

Ability to delegate effectively;

Ability to manage a large span of control;

Ability to communicate clearly and concisely, orally and in writing;

Ability to communicate effectively in public forums;

Ability to develop and maintain effective working relationships with subordinates, coworkers, county officials, public and private sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:

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, housing management, real estate finance, or design, development and construction. A master's degree in an appropriate field may be substituted for one year of the required experience.

REVISED:	April 2, 2013
REGRADE:	July 1, 2007
ESTABLISHED NEW CLASS #	JULY 2006

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