

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1196

TITLE: DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT

GRADE: E-12

DEFINITION:

Under general direction, to be responsible for planning and implementing all County housing and community development programs, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Plans and develops limited income housing;
Provides technical assistance to prospective developers interested in providing such housing;
Monitors low and moderate income housing requirements with respect to Federal installations;
Directs management of public housing units;
Administers other housing-related programs such as Rehabilitation Loan Fund, Neighborhood Development Program, and Infrastructure Fund;
Provides liaison and coordination with Federal, State and Regional housing agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have a working knowledge of Federally assisted residential property management operations, also an ability to direct a major program involving much liaison with County and outside agencies.

EMPLOYMENT STANDARDS:

Possession of a Master's degree in City Planning, Public Administration, Urban and Regional Planning or related degree and several years of progressively responsible experience in housing and community development.

EXEMPT CODE CHANGE:

June 2009