

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3812

TITLE: HOUSING AND COMMUNITY DEVELOPMENT DIVISION DIRECTOR

GRADE: S-32

DEFINITION:

Under direction, serves on the management team that plans, implements, administers, and evaluates all Department of Housing and Community Development (DHCD) programs; has agency-wide responsibility for broad, diversified programs and projects during one or more phase(s) of development, and actively participates in the direction of projects during other phases; and serves as the Chief of a large division within the DHCD; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Housing and Community Project Administrator is distinguished from the Housing/Community Developer V in that the Housing/Community Project Administrator oversees a large division consisting of several branches and manages numerous programs and large scale projects whereas the Housing/Community Developer V oversees and manages a large branch within a division.

ILLUSTRATIVE DUTIES:

Serves as a member of DHCD's management team, which plans, implements, administers, and evaluates County-wide housing and community development/revitalization strategies, programs, and services;

Has overall responsibility for projects during specific stages of development, and actively participates in the direction of projects during other phases;

Supervises staff of a large division;

Ensures staff compliance with federal, state, and local regulations and standards;

Develops and implements policies and procedures;

Oversees preparation of the division's budget and monitors expenditures by project;

Represents the agency in meetings with the Planning Commission, public and private-sector officials and interest groups, and federal and state regulatory agencies;

Prepares Board Items, and makes presentations to the Board of Supervisors, the Fairfax County Redevelopment and Housing Authority (FCRHA), business and community organizations, and other County agencies;

Participates as a member of the Loan Committee;

Develops requests for proposal, reviews bids, and supervises the selection of consultants and contractors;

Authorizes payment to consultants, contractors, and other public agencies performing work under assigned programs;

Prepares/reviews correspondence and reports related to the work of the division;

Coordinates projects with other divisions;

Serves as liaison with pertinent federal, state and local agencies.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of federal, state, and local housing programs, regulations and standards related to the work activities of the assigned division; Thorough knowledge of, and ability to effectively apply managerial methods, practices, theories, and processes;

Knowledge of the laws, regulations and standards pertaining to assigned work activities;

Knowledge of the issues relating to public and private participation in real estate acquisition/sale, financing and construction;

Knowledge of federally-assisted residential property management operations;

Demonstrated skills in needs assessment and strategic planning;

Ability to communicate effectively, both orally and in writing;

Ability to structure, prepare and deliver concise, understandable presentations on complex issues;

Ability to plan, organize, coordinate, assign, and evaluate the work of professional and support staff in a complex, highly interactive work environment;

Ability to direct programs requiring coordination with other governmental agencies, private developers, lending institutions, and citizen organizations;

Ability to establish and maintain effective working relationships with elected and appointed officials, and representatives of public, private sector and community organizations.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's degree in a field related to the position as described below. A master's degree may be substituted for one year of the required experience.

For Design, Development and Construction Division Director

Degree in Urban/Regional Planning, Architecture, Engineering, land use planning or related degree; PLUS

Six years of progressively responsible managerial experience in the fields of real estate development.

For Homeownership and Relocation Services Division Director

Degree in public or business administration, real estate finance or related degree; PLUS

Six years of progressively responsible managerial experience in the fields of real estate, real estate finance and lending programs.

For Administration Division Director

Degree in public or business administration, human resources, organizational development or related degree; PLUS

Six years of progressively responsible managerial experience in the field of human resources.

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For Rental Services Division Director

Degree in public or business administration, housing management, or related degree; PLUS Six years of progressively responsible managerial experience in the fields of, tax credit, asset management, fair housing, landlord tenant law and grants.

For Property Management Division Director

Degree in public or business administration, property management or related degree; PLUS Six years of progressively responsible managerial experience in the fields of property and asset and financial management with related experience in low income tax credits, landlord tenant law and fair housing.

For Property Improvement and Management Division Director

Degree in public or business administration, mechanical engineering or related degree, PLUS Six years of progressively responsible managerial experience in the fields of administering federal, state or local housing and community development programs particularly those involving the improvement and/or maintenance of residential properties with substantial knowledge of building maintenance principles, tools and materials.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:	December 9, 2009
RETITLED:	July 25, 2005
REGRADED:	July 1, 2005
REVISED:	December 12, 2003
REVISED:	May 9, 2001
REVISED:	February 7, 1995
ESTABLISHED:	February 11, 1991