

## **DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT COMMISSION**

### Definition

Under general direction of the Executive Director of the Community Development Commission (CDC), manages, plans, advises on, and coordinates one or more divisions of the CDC; assists the Director in the administration and direction of the CDC; supervises department personnel; and performs related duties as required.

### Distinguishing Characteristics

Incumbents in this class perform the full range of administrative and management functions for a large, complex division or multiple divisions of the CDC through subordinate managers and staff. Incumbents are in a position of trust and confidence, have delegated authority, and are accountable for the operations, performance, and work environment of their assigned division(s). Incumbents assist the Executive Director in meeting strategic objectives and planning the overall operation of the office. This position may share responsibility for acting in the absence of the Director as needed.

This class is distinguished from the Executive Director in that the latter has overall responsibility for all functions of the department. The class is further distinguished from Community Development Manager and Leased Housing Manager in that the latter are responsible for the administration and management of staff engaged in community development programs and projects.

An employee in this class is an employee of the Sonoma County Community Development Commission which is a separate entity from the County of Sonoma and not within the Sonoma County Civil Service System. This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

### Typical Duties

*Duties include, but are not limited to, the following:*

Plans, manages, and coordinates the operations of CDC divisions; directs staff engaged in a variety of housing and community development programs, projects, and activities; oversees the administration of programs.

Works closely with the Executive Director in the preparation, justification, and administration of the annual budget.

Consults with the Executive Director on work programs, schedules, departmental policy, and

program development with other top management staff; ensures compliance with departmental policy.

Plans and develops the workflows for assigned division operations; develops and adapts work methods to streamline and improve service provision; reviews federal Housing and Urban Development (HUD), state and local regulations, assesses administrative necessity, and adapts policies and procedures to align with regulatory guidance, while maximizing programmatic flexibility.

Pursues grant opportunities to expand community development and affordable housing; researches and makes recommendations on potential funding; prepares or directs the preparation of grant applications and proposals to funding sources; ensures grant expenditures are properly controlled.

Acts as administrator for CDC banking accounts; authorizes account distributions and signs physical checks; communicates with financial institutions to resolve problems; manages and assigns user access to banking accounts.

Controls access to HUD-related federal and state financial systems and databases containing sensitive and secure information; adds, deletes, certifies, and assigns security levels to users; maintains housing authority information, planning, and community development within systems.

Collaborates with federal, state, and local housing officials, developers, and property owners to develop Housing Authority, Community Development, and/or other related programs and policies; collaborates with County departments to refine policies and programs serving persons who access one or more safety net programs and non-profits to design and develop programs to increase access to programs.

Monitors federal, state, and local legislative issues that may impact Housing Authorities and Community Development activities; recommends policy or procedural changes; partners with stakeholders planning to develop solutions for emergent issues.

Selects, trains, evaluates, and supervises Division staff, directly and through subordinate managers and supervisors; establishes performance standards and reviews performance evaluations and disciplinary recommendations made by subordinate managers; meets with employees and employee organizations to discuss and resolve grievances and problems; confers with professional staff to resolve complex issues.

Consults with legal counsel on matters related to division responsibilities and operations.

Supports the Executive Director in developing the CDC's strategic objectives and implementing plans and procedures to meet objectives.

Represents the Director and/or Commission on community projects and programs; confers with, advises, and participates in committees and citizen groups, advisory bodies, and engages with others concerned with departmental programs and activities; speaks before public bodies, groups, and organizations on matters pertaining to CDC programs and activities.

May act for the Executive Director during periods of absence.

Performs related duties as assigned.

### Knowledge and Abilities

**Comprehensive knowledge of:** the principles, methods, and techniques of public administration with particular emphasis on federal, state, and local funding and regulations related to CDC activities.

**Considerable knowledge of:** the principles, practices, and techniques of general management and financial and budget administration; effective personnel supervision and management including the planning and organization of work, and the selection and performance management of employees; the role of local government in engaging with the private sector and other levels of government to deliver quality housing resources; management practices and procedures required to assist in planning, organizing, and directing a CDC; city and county agencies which have a coordinative relationship with the CDC; principles and practices of modern grant management and administration.

**Working knowledge of:** written and oral communications, involving language mechanics, syntax, and English composition.

**Ability to:** assist in the development and support of strategic objectives; plan, direct, organize, coordinate, supervise, train, and evaluate professional and technical employees engaged in CDC activities; tactfully, convincingly, and effectively collaborate and engage with diverse stakeholders including but not limited to elected and government officials, members of the public, business executives, non-profit service providers and specific interest groups; exercise initiative and act with considerable independent judgment; understand and accept differences in human behavior, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; motivate employees and assist in fostering of an inclusive, equitable, and positive work culture; determine work priorities and effectively coordinate and schedule the necessary personnel and other resources; effective written and oral communication skills to convey complex information to diverse audiences; direct the development and implementation of effective training and performance evaluation programs; assist in the preparation and administration of the annual budget for the CDC, using modern public agency budgeting principles, practices, and techniques; problem-solve and resolve complex operational and procedural issues; continually assess operations and opportunities to leverage resources and adjust the department's organizational structure to effectively meet strategic objectives; direct difficult, complex, and specialized projects; effectively assemble, organize, and present in

written and/or oral form reports containing alternative solutions and recommendations; advise citizen groups and various boards and commissions orally and in writing concerning specific programs and projects; effectively communicate with media relations.

Minimum Qualifications

**Experience and Education:** A combination of work experience, training, and education, which would provide an opportunity to acquire the knowledge and abilities listed herein. A typical way to qualify is:

At least five years of full-time, professional experience in a combination of at least two of the following areas: community development, housing authority, planning, and/or redevelopment, or closely related experience, which included at least one year in an administrative management or supervisory capacity.

AND

A bachelor's degree from an accredited college or university with academic coursework in planning, business and/or public administration, economics, finance, or a closely related field of study. Additional qualifying experience may be substituted for the college education on a year-for-year basis.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.