

**EXECUTIVE DIRECTOR
SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION**

Definition:

Under administrative-general policy direction, plans, organizes, and directs; ~~and coordinates~~ Sonoma County's affordable housing; ~~homelessness, redevelopment~~ and community development programs, federal and state grant programs associated with housing and infrastructure, and all operations of the Sonoma County Community Development Commission, Housing Authority of the County of Sonoma, ~~and the redevelopment Agency Housing Successor and Successor Agency~~; ~~serves as Executive Director of the Sonoma County Community Development Commission, Sonoma County Housing Authority, and Sonoma County Redevelopment Agency~~; provides and directs staff services to the Commissioners of the Sonoma County Community Development Commission, Sonoma County Housing Authority, ~~and Redevelopment Agency~~; and to their advisory committees; supervises subordinate management and support staff; and performs related duties as required.

Distinguishing Characteristics:

This ~~is a single-~~ position class is a department head, appointed by the County Administrator, that reports to the Commissioners of the Sonoma County Community Development Commission, Housing Authority, and Community Redevelopment Agency. ~~with responsibility for This class is characterized by the responsibility for administering the administration and delivery of multiple programs and functions through subordinate managers.~~ Extensive initiative, independent judgment, and creativity are required in formulating plans and programs, directing effective and efficient operations, resolving difficult and complex problems, and modifying plans to meet unexpected situations. ~~Control over work performed is manifested in general plans, broad policy or budgetary limitations. The Executive Director is in a position of trust and confidence and :~~ Work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the County Administrator and Sonoma County Community Development Commission.

This class is distinguished by its overall executive responsibility for all operations of the Sonoma County Community Development Commission and Sonoma County Housing Authority. The class does not have responsibilities or authority over community development programs associated with land use planning, building permits, and other programs that are overseen by Permit Sonoma.

~~This class is distinguished from the Redevelopment Manager, Community Development Manager, and Leased Housing Manager by having overall executive responsibility for all operations of the Sonoma County Community Development Commission, Housing Authority, and Community Redevelopment Agency.~~

This position is with the Sonoma County Community Development Commission, a separate entity from the County of Sonoma, and is not within the Sonoma County Civil Service System. The incumbent is appointed by the County Administrator and considered an “at will” employee.

Typical Duties:

Duties may include but are not limited to the following:

Directs the administration of the Sonoma County Community Development Commission and the Sonoma County, -Housing Authority and Redevelopment Agency through to include planning, organizing, and directing Sonoma County’s affordable housing, housing assistance, homelessness neighborhood improvements, redevelopment housing successor and successor agency, and related community development programs.

Plans, organizes, directs and evaluates the activities of subordinate staff; interviews, selects and trains professional and management staff; assigns and reviews work; establishes performance standards; evaluates staff performance; trains and counsels employees; takes or approves disciplinary actions; negotiates and administers agreements with consultants and contractors; ensures compliance with mandatory trainings and fosters appropriate professional development for staff and succession planning; and assesses organizational structure and takes actions to improve organizational structure and department efficiencies as needed.

Plans and recommends program and policy direction for the Sonoma County Community Development Commission; and Sonoma County Housing Authority; and Community Redevelopment Agency; develops or directs the development of program policies; explains, advises and recommends action on policy matters to the Commissioners of the Sonoma County Community Development Commission; and the Sonoma County Housing Authority; and Community Redevelopment Agency; advises the appropriate governing body of problems and potential problems and recommends appropriate course of action.

Consults with and solicits the cooperation of community groups and government agencies in assessing, identifying, and analyzing affordable housing, homelessness, neighborhood investment, redevelopment housing successor and successor agency, and community development needs and objectives in Sonoma County; develops responsive programs to meet those needs and objectives.

Develops agreements, methods and procedures to implement, administer and evaluate the County’s affordable housing, homelessness neighborhood investment, redevelopment housing successor and successor agency, and community development programs; oversees and directs program compliance reviews, Federal and State monitoring of funding sources; and analyzes ensures accurate performance outcomes and measures to measure program effectiveness; develops process-improvement plans and strategies to enhance service delivery; reviews projects and related records; in order to assess the progress of projects and to assure program continuity and compliance with established guides.

Advises the Community Development Commission, Sonoma County Housing Authority, and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of services including the provision of specific plans, costs, and recommendations needed to meet legal requirements.

Analyzes the impact of newly-enacted state and federal legislation on operations; addresses legislative and regulatory bodies to influence or persuade them to form supportive opinions or take actions related to advancing program goals; makes recommendations and decisions regarding the implementation of related changes; reviews economic trends and regulatory changes to determine the impact on operations; reviews and critiques codes and ordinances; initiates studies of technical problems and recommends revisions.

Directs the preparation of ~~Prepares and administers~~ an annual budget and the establishment and maintenance of; ~~establishes, revises and maintains~~ accounting systems and procedures in order to effectively monitor income sources and loan portfolios, and to provide internal accounting controls; directs the monitoring of Federal and State grant funds; certifies the purchase of supplies, equipment and services; makes recommendations regarding the purchase and sale of property; directs the developments and implementation of ~~s management information~~ systems ~~in order~~ to track and analyze performance measures; directs the preparation, review, and approval of fiscal, special and technical reports, justifications, and proposals;

~~Researches~~, identifies, develops and negotiates public and private funding opportunities ~~in order to support support of~~ existing programs, and ~~to~~ generate additional funding opportunities; ~~to expand or create new programs and opportunities~~; submits grant applications for funding; and issues directives related to fund distribution, and policy and procedural constraints of grant requirements.

Coordinates program planning and day-to-day activities with County departments, participating planning jurisdictions, federal funding agencies and community interest groups; stays informed on community, social, and political problems associated with housing and housing affordability, and their relevance to and impact upon programs; directs the development of a public relations program to inform the public about affordable housing, homelessness neighborhood improvements, redevelopment housing successor agency and successor agency and community development programs, goals and objectives; provides consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to affordable housing, ~~homelessness assistance~~, redevelopment, and community development projects.

Performs the statutory duties of Executive Director and Secretary of the Community Development Commission; and Sonoma County Housing Authority, and Community Redevelopment Agency; ~~represents the Community Development Commission, Sonoma County Housing Authority, and Community Redevelopment Agency~~ at governmental hearings, various representative groups, in front of administrative bodies, and at public meetings.

Performs related duties as assigned.

Knowledges and Abilities:

Considerable knowledge of: the current trends, theories, principles, and practices related to housing, ~~homelessness~~neighborhood investment, redevelopment housing successor and successor agency operations, and community development ~~P~~programs and related modern best practices in service delivery for these programs; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies and procedures; principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, and employee training and discipline; federal and state legislation, funding sources, and regulations related to affordable housing, ~~homelessness~~neighborhood improvements, redevelopment housing successor and successor agency, and community development programs; Housing Authority program functions and services; principles and practices of local government ~~redevelopment~~, housing and community development administration; principles, practices, funding sources and administrative techniques for community services and low-income housing programs; principles and practices of project management and performance measurement; fiduciary responsibilities of a lender, ~~best practices for effective~~ grant proposal writing, ~~obtaining and administering grants~~, and grant ~~funding~~ processes; County government organization as it relates to affordable housing successor and redevelopment successor agency functions, and the relationship with the organization and functions of federal, state and municipal governments.

Ability to: plan, organize, and direct Sonoma County's affordable housing, ~~homelessness~~, neighborhood improvement, redevelopment housing successor and successor agency, and community development programs; identify community affordable housing neighborhood improvement, ~~homelessness~~, redevelopment successor and successor agency, and community development needs and objectives, and to formulate responsive plans to meet them; supervise, assign, direct and evaluate the work of personnel within the division; interpret federal, state and local rules and regulations governing the operation of county and community development programs; develop policies, agreements, methods, and procedures to implement, administer and evaluate housing and community development programs to establish accountability and to measure program effectiveness; direct the coordinatation ofe program planning and day-to-day operational activities of the Community Development Commission, and the Sonoma County Housing Authority; and Redevelopment Agency; assure financial solvency of affordable housing, redevelopment housing successor and successor agency, and community development programs; provide professional consultation and program leadership; ~~prepare~~ provide clear and concise direction and supervision; records and reports; ~~Effectively~~ effectively assemble, organize and present, in either written or oral form, the logical conclusions and make sound recommendations resulting from analysis of administrative, financial, factual or other information derived from a variety of sources; utilize sound judgment, tactfulness, persuasion and authority in the performance of duties; work under pressure, establish priorities and meet deadlines; establish and maintain effective work relationships with subordinates, County

officials, representatives of other agencies, administrative personnel and the general public.

Minimum Qualifications:

Education and Experience: Any combination of education, training, and experience at course work and training, which that would provide for the knowledge and abilities listed above. Normally, this would include academic course work equivalent to a four-year degree from an accredited college or university with major work in urban studies, urban planning, public administration, public policy, business administration, economics, finance or a closely related field, and will provide this opportunity. A Master's Degree is desirable.

Experience ~~Any combination of experience and training which would provide the opportunity to acquire the knowledges and abilities listed above. Normally, five years of full-time public administration/~~increasingly responsible management experience ~~supervising professional staff engaged in in a public agency engaged in~~ housing rehabilitation, Public Housing Authority management, affordable housing policy/development and redevelopment or community development. ~~A Master's degree is desirable, including specific experience in financial, budget, program and organizational administration, analysis and planning, or will provide this opportunity.~~

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.