

Job Opening - Assistant Deputy Director over Homeless Division

Alameda County Housing and Community Development

Annual Salary \$142,916 - \$173,680

First review of applications on 4/26/21 – open until filled

PROVISIONAL APPOINTMENT: *For a **provisional appointment**, a civil service exam is not required. However, to obtain a regular position, the appointee will need to compete successfully in a County Exam when open.*

Alameda County Housing and Community Development (HCD) seeks **highly motivated and experienced professional** to immediately fill the vacant position of Assistant Deputy Director over the Homeless Division. This is a critical position in HCD, with oversight over managers and staff running Homeless programs such as HUD Continuum of Care funding, the CoC collaborative applicant role, the Homeless Management Information System, Federal and State ESG funds, Rapid Rehousing programs, and relationships with other county agencies and departments working to end homelessness, such as the new Office of Homeless Care and Coordination in the Health Care Services Agency.

The recruitment for this PROVISIONAL position opens on April 12. **Please submit a completed County Application**, a supplemental questionnaire and a cover letter summarizing your skills, education, experience and why you wish to be considered for the position to HCDAdmin@acgov.org. First review of the applications will occur on April 26th, and Video interviews are tentatively scheduled for May 5th, 6th and 10th. Additional paperwork may be required to complete the hiring process.

DESCRIPTION

Under general direction, the Assistant Deputy Director, CDA, (working title: Assistant Housing Director Over Homeless Division) is responsible for planning, organizing, directing and supervising the Homeless Division in the Community Development Agency's Housing and Community Development Department (HCD). The selected candidate will be responsible for carrying out and supervising professional work in Homeless Policy, Programs and Planning efforts for the county, including the supervision of subordinate managers and staff in this Division. Work in this Division includes coordination with internal county agencies and departments working on homeless issues, supervising staff who manage grants and contracts which fund community-based organizations working to end homelessness; program evaluation and compliance; and policy and legislative recommendations. Responsibilities will also include administration and planning, budget development and tracking, preparation of grant applications, public relations, record keeping, preparation of required reports, and other duties as required.

IDEAL CANDIDATE

The ideal candidate will have a strong background in homeless programs and services as well as administrative and fiscal budgeting and reporting, and have strong analytical skills, excellent writing skills, ability to work independently as well as collaboratively, be organized and detail oriented, comfortable with public presentations and have sensitivity to working with people of different cultural backgrounds. The ideal candidate will stay current with best practices and trends in managing homelessness and supportive housing. They will also enjoy working in a fast-paced, supportive environment where collegiality, professionalism, and teamwork are valued.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the social and political issues influencing homeless programs and services administration:

- Politically astute leader, possessing the skills necessary for identifying, navigating and successfully interacting within the dynamics of Federal, State and local government while maintaining sensitivity to the competing needs of a wide variety of stakeholders.
- Principles and practices of the interrelationships between various governmental agencies involved with homeless programs and services
- Ability to plan, develop and implement effective homeless programs and services based on community needs, available resources and county priorities and policies
 - In-depth knowledge of the homeless services industry, housing programs and solutions geared towards the unhoused, and how to develop new programs and evaluate their outcomes.
 - Knowledge of various federal, state and local funding sources geared towards successful implementation of results oriented homeless programming
 - Ability to evaluate funding requirements and translate them to written agreements
 - Thorough knowledge budgeting, including ability to build and evaluate financial models
- Ability to coordinate and evaluate the work of a professional team performing housing development programs
 - Ability to mentor and develop staff.
 - A leader who aligns the organization's vision and values with implementation practices.
 - Great communicator and listener, quick and clear thinker who can clearly articulate information to multiple forums, both verbally and in writing.
 - Strong collaborator, adept in identifying opportunities and taking action to build strategic relationships to help achieve agency goals.
- Ability to develop and manage complex expenditure and revenue budgets.
 - Creates internal and external reporting for the management of new revenue sources.
 - Recommends allocation of resources to achieve outcomes and measurable goals within budget; adjusts funding strategies to meet emerging or new programs and meet major departmental priorities.

EXAMPLES OF DUTIES

- Plans, organizes, coordinates and supervises the work of staff for one or more divisions within a functional department.
- Initiates reviews and assists the Housing Director, in determining work priorities and scheduling of projects.
- Conducts independent studies of a difficult and complex nature.
- Evaluates and recommends changes to policies, practices and procedures.
- Consults with the Director, and acts as chief technical advisor on work programs, schedules and policies related to the responsibilities of the division(s).
- Confers with Division Heads and subordinate managers and staff regarding work programs, schedules, and progress in their assigned areas; reviews and edits reports; analyzes recommendations in progress and submits final reports to the Director or other departments.
- Directs staff meetings.
- Assesses training needs and provides training to staff.
- Represents the Division, Department, Agency and County in meetings of public and private interest groups, County and affiliate agencies, professional associations and organizations and makes presentations.

- Acts for the Deputy Director, CDA, as directed, and makes technical presentations before various commissions, Board of Supervisors, private organizations and the public as needed.

MINIMUM QUALIFICATIONS

EITHER I

Experience:

The equivalent of two years of full-time experience as a Housing and Community Development Manager, or equivalent or higher-level class in the Alameda County classified service.

OR II

Education:

Possession of a bachelor's degree from an accredited college or university. AND

Experience:

The equivalent of five years of full-time increasingly responsible professional level experience in a public agency that included at least two years of responsible supervisory and administrative experience.

NOTE: A Master's degree in planning; public or business administration; environmental, political, or social science; economics; marketing; environmental, social or urban studies; public health; public protection; real estate; agriculture; public policy; sociology; or a related field from an accredited college or university may be substituted for the equivalent of two years of the non-supervisory experience. If Master's degree is in a related field, applicant must show academic nexus to Specialty Designation.

HOMELESS PROGRAMS AND POLICIES SPECIALTY DESIGNATION REQUIREMENT

Experience directly managing service and housing programs for homeless individuals, families, the disabled and special needs populations that included direct administration of HUD programs/grants that provide rental subsidies, permanent and transitional housing, and supportive services (ESG, HOPWA, SHP, SPC, etc.).

License: Must possess a valid California Motor Vehicle Operator's license.

Special Requirement: Must be willing to participate in evening meetings and weekends.

NOTE: The Civil Service Commission may modify the above minimum qualifications in the announcement of an examination.

Please help us get the word out by passing this announcement along to interested and qualified individuals.

Supplemental Questionnaire is due with the application

This position requires in depth knowledge and experience of programs, policies and planning for people experiencing homelessness. Describe your work experience, skills and knowledge, including any lived expertise you would like to highlight, as they relate to the following requirements of this position in two pages or less:

1. Experience with homelessness and system of care funding and structures, and how they are utilized and administered by city/county government.
2. Knowledge of the social and political issues influencing programs and projects for people experiencing homelessness, including knowledge of systemic factors such as racial inequities.

Ability to plan, develop and implement effective homeless and housing services programs based on community needs, available resources and county and CoC priorities.

HOW TO APPLY

This application requires that you set up an account on the main Alameda County Job Website, complete the form, print a pdf version, and email it to our office. You can find the application at <http://www.jobaps.com/alameda/>

County Online Application Instructions

- Open an account at <http://www.jobaps.com/alameda/> the county's job application portal
- Once an account is set up, complete the application template, save it to your account
 - Please ensure that the application is filled out completely
 - Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate. If minimum qualifications are dependent upon education describe educational nexus, as needed.
 - Pay particular attention to the Minimum Requirements of the position and ensure that these are met via your application
 - Do not leave any answer spaces blank; if a question does not apply, write "N/A".
 - Although you may send a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history or responses to supplemental questions.
 - Before submitting your application to the County of Alameda, it is your responsibility to ensure correctness of all information submitted in the application.
 - A valid email address is required. Our staff will contact you via email and therefore without a valid email address, you will not be contacted regarding your application.
- Once your application is complete, print and/or save a PDF of your completed application. Keep a copy for your records.
- Email your Cover letter, completed application and the supplemental questions to HCDAdmin@acgov.org
- This application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process.
- Failure to comply with these instructions may result in disqualification.

Alameda County encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.