

# Deputy Director for Real Estate Finance and Development - Dep. Dir. Housing & Community Development

**Salary** - \$108,581.62 - \$180,969.57 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Salary W BN

**Department** - Housing & Community Dev

**Job Number** - 22-00126

**Closing** - 2/4/2022 11:59 PM Eastern

**Pay Grade** - S37

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3362942/deputy-director-for-real-estate-finance-and-development-dep-dir-housing-com?keywords=deputy%20director&pagetype=jobOpportunitiesJobs>

## Job Announcement

Works as a member of the senior leadership/executive team responsible for the Fairfax County Department of Housing and Community Development (HCD) and the Fairfax County Redevelopment and Housing Authority's (FCRHA) work in affordable housing development (new and preservation), real estate finance, federal grants management, and homeownership lines of business. The Deputy Director of Real Estate Finance and Development is a member of the HCD senior leadership/executive team responsible, under the direction of the Director, for management of HCD and the FCRHA. The Deputy's focus for the organizations includes affordable housing development (new and preservation), real estate finance, federal grants management, and homeownership lines of business. Oversees about 30 professional, technical and support staff reporting through four division directors: Real Estate Finance and Grants Management; Design, Development and Construction; Affordable Housing Development and Homeownership and Relocation. Works under direction of the Director of HCD and also serves as assistant secretary to the FCRHA. HCD/FCRHA manage revenues in excess of \$150 million, own/operate nearly 4,000 units of affordable housing, provide over 4,000 housing vouchers, are one of HUD's Moving to Work agencies, manage the inclusionary zoning programs, administer the local and federal affordable housing funding programs, develop/redevelopment affordable housing projects with in-house staff and through private and non-profit partnerships, and administer the first-time homebuyers program.

Develops strategic goals and implements performance measures in keeping with the agency's continuous improvement and innovation efforts. Leads and oversees workforce planning, and organizational and professional development and implements exceptional levels of customer service in support of the FCRHA's vision,

mission and values. Represents the agency in evaluation of Public/Private Partnerships and oversees the Capital Improvement planning and implementation for development. Supports the implementation of Fairfax County and the FCRHA's One Fairfax policy by being committed to inclusion of diverse ideas and perspectives in management practices and transparency in decision making processes.

In partnership with the Director of HCD and other Deputy Directors, works with investors, financial institutions, federal, state and local officials, residents and clients to create an environment of collaboration that supports the programs and mission of the organization. Interfaces with the County's Human Services System and an extensive network of county departments, nonprofit and for-profit community partners; completes special tasks assigned by the Director of HCD; and acts in an authority capacity when the Director of HCD is on leave and is so delegated.

Please click [here \(Download PDF reader\)](#) for more information.

**Note:** Relocation benefits may be considered.

### **Illustrative Duties**

*(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Under the policy and administrative direction of the Director of DHCD, is responsible for planning and supervision of complex and sophisticated housing and community development programs and operations;

Directs the staff in the use of federal, state, and local funding and financing to produce affordable housing;

Establishes and administers housing program operating procedures, reviews work progress, develops metrics, initiates operational surveys, and determines overall housing program direction;

Assists the department Director in formulating, processing and implementing housing policy and actions of the FCRHA;

Acts as policy and program liaison with the Board of Supervisors (BOS) and commissioners of the FCRHA;

Consults with and serves as housing policy and program expert to the Fairfax County Planning Commission, Washington Metropolitan Council of Governments and other government, non-profit and community organizations;

Stays current on federal, state and local housing and community development legislation and advises Director, FCRHA and staff on implications of legislative changes for FCRHA;

Initiates and reviews agency correspondence, reports, grant/loan/tax credit applications and BOS and FCRHA agenda items to ensure accuracy, completeness and adherence to federal, state and local policy;

Responds to FCRHA, BOS and public inquiries on behalf of the Director of DHCD;

Collaborates with the department director and finance director in the development of the department's budget and contributes vital data and expertise regarding critical needs, funding strategies and opportunities;

Works directly with the Office of the County Attorney and other legal counsel to

ensure

compliance with all federal, state and local laws and regulations;

Establishes goals, objectives and priorities for division areas, establishes performance measures, monitors progress and evaluates the effectiveness;

Ensures a high level of customer service, public trust and positive work culture;

Provides supervision, coaching and guidance to division directors and coaching, disciplinary action and recognition to other staff;

Oversees professional development of staff, increasing productivity and capacity and ensuring staff meet required certifications in order to adhere to federal, state and local requirements;

Works in concert with the department director and division directors to examine and anticipate workforce needs and responds with a detailed plan and strategy, utilizing the county's workforce planning process in concert with the Department of Human Resources and the Department of Management and Budget;

Responsible for development, construction, and management of major projects;

Provides technical assistance to partners, private developers, and other county staff;

Works in concert with the Human Resources Manager and division directors to ensure the recruitment, development and retention of a qualified workforce;

Ensures implementation of a consistent, fair and timely performance management process for subordinate staff;

Ensures collaboration with other county and state agencies;

Acts in the capacity of the department director in the director's absence and as delegated.

### **Required Knowledge Skills and Abilities**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of housing and community development projects and programs;

Skill in financial management, real estate finance and development;

Knowledge of Federal, State, and local housing programs and the services they provide;

Knowledge of housing laws and programs, site planning, real estate and land-use law and the ability to interpret and apply them correctly;

Skill in solving problems and resolving conflicts;

Ability to establish and maintain effective working relationships with other governmental units and agencies, private developers, and citizen organizations;

Ability to ensure diligent and responsible management of resources;

Ability to leverage county resources by developing partnerships internal and external to the county;

Ability to analyze data and draw sound conclusions;

Ability to make data-based decisions that are aligned with department, FCRHA, and Fairfax County strategic plans;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train and motivate employees;

Ability to develop and apply strategies to develop and retain talented employees;

Ability to plan, direct and coordinate the work of a large staff;  
Ability to develop leadership in others through coaching and mentoring;  
Ability to delegate effectively;  
Ability to manage a large span of control;  
Ability to communicate clearly and concisely, orally and in writing;  
Ability to communicate effectively in public forums;  
Ability to develop and maintain effective working relationships with subordinates, coworkers, county officials, public and private sector organizations, community groups, and the public.

## **Employment Standards**

### **MINIMUM QUALIFICATIONS:**

[Any combination of education and experience and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to") Bachelor's degree in business, public administration or related program area; and at least seven years of increasingly responsible managerial experience with the development and management of affordable housing and housing programs including programs and grants regulated by U.S. Department of Urban and Housing Development (HUD), local affordable housing development programs, real estate finance, low and moderate income homebuyer programs, public administration or related program. A master's degree in an appropriate field may be substituted for one year of the required experience.

### **CERTIFICATES AND LICENSES REQUIRED:**

Valid driver's license.

### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check, a driving record check, and a credit history check to the satisfaction of the employer.

This position is considered "Emergency Service Personnel".

All newly hired employees are required to be fully vaccinated as a condition of employment or obtain approval of a medical or religious exemption **prior to their start date**. Proof of an exemption or vaccination status will be required during the pre-employment onboarding process. New employees who obtain an exemption from the vaccine mandate for medical or religious reasons will still be subject to the weekly testing requirement. Otherwise, vaccinated employees will complete the attestation online in the first day of employment.

### **PREFERRED QUALIFICATIONS:**

Bachelor's or master's in finance, architecture, civil engineering, public or business administration.

Experience and competencies in the following areas:

- License as Professional Engineer or Architect
- Certification as a Project Management Professional
- Managing complex public/private partnerships
- Managing large scale redevelopment and development projects
- Managing projects in excess of \$100 million
- Managing real estate finance and grant management functions
- Managing homeownership and relocation programs
- Managing affordable housing policy development
- Ability to establish, maintain and sustain partnerships with boards, other governing bodies
- Knowledge of HUD programs and regulations
- Experience obtaining buy-in from diverse factions when making decisions on major projects and/or management practices.
- Experience with maintaining a diverse and highly-motivated staff at a large organization.

**PHYSICAL REQUIREMENTS:**

Duties are generally sedentary in nature, performed in an office environment. Must be able to operate a vehicle. Requires visual acuity to read computer monitor and review plans and documents. Requires manual dexterity to operate keyboard driven equipment. Requires clear verbal communication ability. Needs to be able to walk prospective sites for development and sites that are under construction. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview; may include practical exercise

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.