

# Housing/Comm Dev Div Director - Affordable Housing Development, Division Director

**Salary** - \$88,953.90 - \$148,257.62 Annually

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

**Job Type** - FT Salary W BN

**Department** - Housing & Community Dev

**Job Number** - 22-00784

**Closing** - 7/29/2022 11:59 PM Eastern

**Pay Grade** - S32

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3456675/housing-comm-dev-div-director-affordable-housing-development-division-directo?keywords=housing&pagetype=jobOpportunitiesJobs>

## Job Announcement

**This job opportunity is being re-announced. If you applied previously, you do not need to re-apply to be considered.**

Works as an experienced leader supporting the Fairfax County Redevelopment and Housing Authority (FCRHA) in its work to preserve, expand and facilitate affordable housing opportunities in Fairfax County and plays a critical role at the forefront of affordable housing initiatives in the community. Identifies and develops opportunities for new development and preservation of existing affordable housing in working with external development partners. Responsible for the implementation and management of the Affordable Dwelling Unit (ADU) Program/Workforce Dwelling Unit (WDU) policy. Responsible for the implementation of the Fairfax County Board of Supervisors endorsed Affordable Housing Preservation Task Force Recommendations for the county's multifamily (four or more units) rental stock of market affordable and committed affordable housing. Works to implement the Communitywide Housing Strategic Plan.

Maintains the database on committed and market rate affordable housing, both new and for preservation and develops strategies to achieve the goals set by the county. Staff for the Affordable Housing Advisory Council. Builds capacity and promotes the consideration of affordable housing goals in decision-making across planning/development disciplines (e.g. transportation, planning and zoning, revitalization, land development, economic development). Coordinates public private partnerships process with other departments in Fairfax County. Coordinates and assists in the execution of affordable housing land use policy innovations.

Prepares administrative and technical reports on varied subjects and conducts research on special and complicated issues for agency division directors, director and boards to advise of critical elements of projects to which staff are assigned. Assists with development of land use and urban planning policies to ensure access

to affordable housing options. Promotes improved understanding of current housing needs and disparities. Serves as a Subject Matter Expert on housing and community development planning strategies and collaborates with cross departmental county-wide initiatives and major projects to recommend equitable access to housing.

Builds capacity among decision-makers for recognition of the housing needs, equity, and opportunities during the development process. Through internal and external communication, training and technical assistance, works with stakeholders from multiple internal and external sectors such as local government agencies, business/chambers of commerce, community-based organizations, and non-profit organizations as partners in affordable housing development.

### **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 description.)*

Works with stakeholder groups, including department and office management, governing bodies, and advisory groups to identify policy and procedures issues that need to be addressed to advance the mission of the office;

Builds consensus around best practices to establish benchmarks and program standards;

Develops briefing papers and presentations for leadership groups and effectively communicate policy and procedure changes;

Represent the office on interjurisdictional committees and at events related to homelessness and other special needs housing;

Facilitates a collaborative process with housing and service providers, as well as other stakeholders, to gather and use data to monitor, evaluate, and improve program effectiveness and efficiency;

Works with community and nonprofit leaders to establish criteria for evaluation of programs, incorporating elements required for outside reporting on grants and to other funders;

Ensures compliance with budgetary, personnel, and other countywide policy requirements from federal, state, and local authorities;

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;

Facilitates collaborative processes to engage public and nonprofit human service providers, faith communities, as well as civic and business leaders in implementing the strategic activities;

Establishes relationships with key stakeholders and identifies partners for projects designed to advance the goals of the department;

Facilitates collaborative planning and application for new and continuing, public and private grant funding; and shares information with partners to promote new funding opportunities, forms and facilitates work groups to carry out the work of the office's strategic plan;

Monitors and reports on progress toward achievement of the respective action plans;

Plans and directs the work of the Division to accomplish stated goals and desired outcomes;

Has overall responsibility for projects during specific stages of development, and actively participates in the direction of projects during other phases;  
Provides direction, guidance and supervision to staff in the division, to include oversight of staffing, performance management and recognition practices;  
Establishes goals, objectives and priorities for the division; develops performance management measurements and benchmarks;  
Monitors progress and analyzes the program effectiveness in meeting the division and agency objectives;  
Works with staff to develop educational and informational materials for services providers, important stakeholders, and the public;  
Ensures staff compliance with federal, state, and local regulations and standards;  
Develops and implements policies and procedures;  
Represents the agency in meetings with 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 Underwriting 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;  
Acts as a Development Coordinator/ ombudsman for Fairfax County Redevelopment and Housing Authority's projects with county's regulatory agencies;  
Coordinates with variety of county agencies on development of Capital Improvement Plan to identify opportunities for co-location of affordable housing with capital facilities;  
Coordinates and assists in execution of affordable housing related land use policies.

### **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.)*

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 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**

### **MINIMUM QUALIFICATIONS:**

[Any combination of education, 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")* graduation from an accredited four-year college or university with a bachelor's degree in in urban/regional planning, architecture, engineering, land use planning or related degree; plus six years of progressively responsible experience in the fields of real estate development. A master's degree may be substituted for one year of the required experience.

### **NECESSARY SPECIAL REQUIREMENTS:**

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

All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) 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 sincerely held religious beliefs may be subject to a weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in architecture, engineering, business administration, urban planning, real estate finance, or a related field.
- Extensive experience in urban planning and development, affordable housing, land use, and real estate finance.
- Experience with land use regulations
- American Institute of Certified Planners (AICP) certification.
- Experience working with the public, elected officials and government agencies.
- Demonstrated ability to planning and implement activities in order to ensure effective and efficient utilization of resources.
- Results driven, organized, and detail-oriented, with the ability to manage multiple priorities.
- Excellent communication skills (verbal, written and presentation);
- Strong team leadership skills with supervisory experience and a commitment to staff development.

**PHYSICAL REQUIREMENTS:**

Operate keyboard driven equipment. Ability to bend, stoop, reach, lift/carry up to 15 lbs. Sit for extended periods. Communicate verbally and in writing. Drive a motor vehicle to off-site meetings and property locations. 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.