

Housing Comm Developer IV - Affordable Housing Program Manager

Salary - \$83,645.54 - \$139,409.71 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 23-02970

Department - Housing & Community Dev

Opening Date - 10/07/2023

Closing Date - 10/27/2023 11:59 PM Eastern

Pay Grade - S29

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4226821/housing-comm-developer-iv-affordable-housing-program-manager?keywords=housing&pagetype=jobOpportunitiesJobs>

Job Announcement

The Fairfax County Redevelopment and Housing Authority (FCRHA) is an award-winning provider of affordable housing recognized regionally and nationally for its achievements. The FCRHA, a US Department of Housing and Urban Development-designated “Moving to Work” agency, was established in 1966 as a separate political body from the Fairfax County Government and possesses specific powers granted by state law to act as the County’s local housing finance agency.

In 1973, the Fairfax County Board of Supervisors established the Department of Housing and Community Development (HCD). HCD serves as staff to the FCRHA as well as the Board of Supervisors. Under this unique, synergistic arrangement, HCD manages a wide variety of housing programs and services, including all real estate finance, development, and preservation activities of the FCRHA – including an expanding portfolio of public/private partnership projects.

THE MISSION

The mission of HCD is to create and preserve affordable housing and caring, livable communities; serve the diverse needs of Fairfax County’s residents through innovative programs, partnerships, and effective stewardship; and foster a respectful supportive workplace. Fairfax County’s strategic focus is on providing affordable housing for those with the greatest need, including individuals and families experiencing homelessness, persons with disabilities, and people with extremely low incomes.

The Fairfax County Board of Supervisors adopted a goal of no net loss of affordable housing in the county and in 2022, doubled the County’s affordable housing production goal from 5,000 to 10,000 net new units affordable to households earning up to 60 percent area median income by 2034. This ambitious goal has spurred a robust need to develop new opportunities for affordable housing production and

preservation through the work of the Affordable Housing Development Division within HCD, in partnership with other county agencies.

THE OPPORTUNITY

HCD seeks an individual with advanced communication, project management, and problem-solving skills to preserve, expand, and facilitate affordable housing opportunities, based on the county's Communitywide Housing Strategic Plan, the County's Strategic Plan, and One Fairfax policy. The individual will lead and participate in complex, multi-faceted assignments, including affordable housing studies, development review, and/or policy and program initiatives, and data integration and management. This will involve independently developing or assisting in the development of project scheduling, logistics, and coordination functions with other county staff and other stakeholders. The individual will be expected to conduct research, technical analysis, and interpretation of data; outline findings and recommendations utilizing advanced technical writing and presentation skills; and prepare and present detailed reports on the affordable housing policies, regulations, and programs. Key to the position will be coordinating with partner agencies and community outreach and engagement, pursuing creative partnerships internally and externally, and maintaining relationships with stakeholders including the Planning Commission, Fairfax County Redevelopment and Housing Authority (FCRHA), and Board of Supervisors.

Working closely with partner agencies, the individual will assist in the development and implementation of affordable housing policies and regulations within the Comprehensive Plan and the Zoning Ordinance. They will review and provide analysis and recommendations on affordable housing components of comprehensive plan amendments, rezoning applications, and Zoning Ordinance amendments; participate in inter-agency comprehensive planning and development review meetings; assist in the implementation and administration of the Affordable Dwelling Unit (ADU) Program/Workforce Dwelling Unit (WDU) policy to ensure compliance with policy and program requirements; and negotiate development proffer conditions, site plans, and other legal documentation. Overall, the position will help to solve complex challenges associated with affordable housing development through technical and administrative expertise with staff, developers, and community stakeholders.

Compiles, updates, analyzes, and disseminates information on affordable housing for staff, the public, elected officials, and other stakeholders based on county standards, using such tools as PowerBI and ArcGIS integration of applications, mapping, and data layers. Under minimal supervision, the individual will propose, implement, and manage improvements to the county's Affordable Housing Dashboard and database management system to align technology solutions with agency priorities and needs in support of affordable housing development and preservation. Such technical currency will be supported through research, attending conferences, seminars, relevant training, and participation in relevant staff communities, user groups, industry groups, steering committees, and other workgroups.

Also supports the Board-appointed Affordable Housing Advisory Council (AHAC). The council provides advice and recommendations on affordable housing opportunities within the County in compliance with the Virginia Freedom of Information Act open meeting requirements. Manages membership; schedule and coordinate meetings with committee chair and other support staff to prepare agendas and meeting materials; coordinate and undertake meeting logistics, including meeting notifications, publishing materials, in-person and virtual meeting set up, and meeting operation and follow-up; and ensure proper documentation and archival of materials. Assists in the preparation memoranda and items for the Board of Supervisors as required.

Also develops and implements community engagement strategies to promote the importance of housing affordability within the county, based on the county's Framework for Inclusive Community Engagement. Designs and engages in outreach activities with community and business groups, community organizations, local businesses and property owners, real estate developers and other stakeholders. Performs outreach within the county and other jurisdictions with respect to the provision of affordable housing, including participation in inclusionary housing studies. Works with developers, surrounding jurisdictions, and county agencies to further the goals of the county's affordable housing programs.

Note: The assigned program areas for this position are **housing, public or business administration, real estate, urban/regional planning, geography, social work, information systems, community engagement, or related field.**

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more:

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2022 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

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") Graduation from an accredited four-year college or university with a bachelor's degree in a related field of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy or other related field; Plus four years of experience related to an assigned program area.

CERTIFICATES AND LICENSES REQUIRED:

Driver's license.

PREFERRED QUALIFICATIONS:

- Master's degree in public or business administration, real estate, urban/regional planning, community engagement, or related field;
- Public sector experience at the senior level with four (4) or more years of experience in one or more of the areas of assignment listed above, such as familiarity with interpreting zoning ordinances and comprehensive plans and evaluating complex planning and zoning issues
- Knowledge of local, state and federal regulations pertaining to affordable housing;
- Proficient in database management, mapping and analytic tools, and their application in affordable housing topics.
- Strong written and oral communication skills, and experience presenting information to government entities, various committees, and the public;
- Experience with real estate development and/or property management;
- Experience working with county elected or appointed officials, civic associations, and/or homeowner associations;
- Ability to work in a fast-paced, collaborative team environment;
- Exceptional customer service skills.

NECESSARY SPECIAL REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. Ability to drive a motor vehicle and maintain a valid driver's license. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include a practical exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish](#), [Asian/Pacific Islander](#), [Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

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. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.