

# Housing And Community Assistant Division Director - Director, Homeownership

**Salary** - \$96,800.29 - \$164,560.24 Annually

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

**Job Type** - FT Salary W BN

**Job Number** - 23-03285

**Department** - Housing & Community Dev

**Opening Date** - 11/11/2023

**Closing Date** - 12/8/2023 11:59 PM Eastern

**Pay Grade** - M-02

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4270491/housing-and-community-assistant-division-director-director-homeownership?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:

This position carries out a key leadership role for the Fairfax County Department of Housing and Community Development (HCD) and the Fairfax County Redevelopment and Housing Authority (FCRHA) as it plans, implements, administers and evaluates county wide homeownership activities and furthers the strategic work of HCD. This position will lead the evolution and administration of the strategic vision for affordable homeownership within Fairfax County and

support individual and community wealth building. A successful candidate will have the ability to critically assess all homeownership programs, evaluate best practices, and make recommendations to agency and county leadership on improvements to processes and programs to ensure that the programs are serving County residents effectively and efficiently.

The Director of Homeownership Programs supervises a staff of specialized and highly skilled individuals that administer all units created through the Affordable Dwelling Unit (ADU) and Workforce Dwelling Unit (WDU) programs as well as resales and administration of historic homeownership programs. The Director will utilize program data, regional examples and County data to identify strategies for removing barriers to homeownership through new program concepts, outreach and marketing, and engagement of private and non-profit partners. This position also 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.

**Note:** The assigned program areas of the position include: housing, public or business administration, real estate, public policy, urban/regional planning, social work, 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, 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 six years of progressively responsible managerial experience related to an assigned program area, to include one year supervising professional staff.

### **NECESSARY SPECIAL REQUIREMENTS:**

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

## **PREFERRED QUALIFICATIONS:**

- Master's Degree in a related field a plus.
- Expert knowledge of federal, state, and local regulations and standards related to homeownership, single-family lending, and local housing programs;
- Expert knowledge of affordable housing programs and policy, administration, and affordable homeownership;
- Expert knowledge of Microsoft Office suite, including proficiency in Excel;
- Experience with lending and underwriting;
- Proven ability to effectively apply managerial methods, practices, theories, and processes;
- Excellent ability to communicate effectively, both orally and in writing;
- Excellent ability to structure, prepare and deliver concise, understandable presentations on complex issues;
- Proven program and staff leadership experience;
- Direct experience with program management, particular programs requiring coordination with other governmental agencies, private developers, lending institutions, and citizen organizations;
- Proven experience with establishing and maintaining effective working relationships with elected and appointed officials, and representatives of public, private sector and community organizations;
- Excellent customer service skills.

## **PHYSICAL REQUIREMENTS:**

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. 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. All duties performed with or without reasonable accommodations.

## **SELECTION PROCEDURE:**

Panel interview; may include 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](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.