

Housing and Community Development Assistant Division/Director, Policy and Communications

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

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 24-01273

Department - Housing & Community Dev

Opening Date - 05/18/2024

Closing Date - 6/14/2024 11:59 PM Eastern

Pay Grade - M02

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4505348/housing-and-community-development-assistant-division-director-policy-and-communi?keywords=housing&pagetype=jobOpportunitiesJobs>

Job Announcement

Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Our vision is a community everyone can afford to call home.

The Fairfax County Department of Housing and Community Development (HCD) and the Fairfax County Redevelopment and Housing Authority (FCRHA) are seeking an experienced leader and subsidized housing professional as its Director of Rental Assistance. The FCRHA is a large Moving to Work (MTW) public housing agency (PHA) and is staffed by the Fairfax County Department of Housing and Community Development.

This is a senior level position whose purpose is to oversee policy and program development for the FCRHAs Moving to Work programs and services, strategic planning for federal rent subsidy programs and the owned housing portfolio and communications. The director is responsible for the operation of the Board of the FCRHA. The position also oversees several program compliance functions including hearings and reasonable accommodations. The director works closely with executive leadership, HCD colleagues, staff from other county departments to develop and implement innovative solutions to local affordable housing challenges, and to meet the mission of the HCD and the FCRHA.

The ideal candidate will:

- Have significant experience with the Housing Choice Voucher program, preferably in policy development, program planning and evaluation
- Have strong policy development, program design, and evaluation skills to support the FCRHAs MTW programs
- Have experience engaging with program participants, residents and those with lived experience
- Be an effective communicator with a collaborative approach to stakeholder engagement

- Be able to work independently with minimal supervision and able to thrive in an environment that encourages innovative and strategic thinking, problem solving, multitasking, decision making and prioritizing under tight deadlines.

Read about Fairfax County Department of Housing and Community Development, click [here](#). And review [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 annual report.

We are 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.

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.

Note: The assigned program areas are: Public Housing Authority (PHA), Moving to Work (MTW), Housing Choice Vouchers, Public Housing, Program Design and Evaluation, and Strategic Plans.

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 1 year supervising professional staff.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

- This position is considered "essential personnel" and will be required to report to work during times designated countywide as approved for unscheduled leave regardless of the emergency situation (i.e., weather, transportation, other disaster).
- The appointee to this position will be required to complete a criminal background check and a credit check to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

- Two or more years supervisory experience
- Experience working in a public housing authority (PHA), or contractor to a PHA
- Experience working for a Moving to Work public housing authority (PHA), or a contractor to a MTW PHA
- Experience with HUD Housing Choice Voucher or Public Housing Programs

- Experience preparing strategic plans
- Experience with program design and evaluation.

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. 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 38.7% 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.