



## City of Rockville

# DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT

<b>SALARY</b>	\$140,000.00 - \$185,000.00 Annually	<b>LOCATION</b>	MD 20850, MD
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202300109
<b>DEPARTMENT</b>	Department of Housing and Community Development	<b>DIVISION</b>	Administration and Support
<b>OPENING DATE</b>	01/09/2024	<b>CLOSING DATE</b>	Continuous

## Job Summary

### [RECRUITMENT BROCHURE - Director, Housing and Community Development](#)

This position is open until filled. A first review of resumes will begin on Monday, February 12, 2024.

The City of Rockville, Maryland is recruiting an expert Housing and Community Development leader. The Director of Housing and Community Development is responsible for providing administrative leadership, technical oversight and policy direction on all aspects of the city's affordable housing focusing on increasing the city's affordable housing supply and community development activities.

The Director of Housing and Community Development oversees all aspects of management and operations focused on ensuring fair and equitable relations between landlords, tenants, businesses, common ownership communities, and their members; works to maintain existing housing stock in safe, habitable conditions through its Community Development Block Grant (CDBG) Rehabilitation programs; manages the utility payment assistance to prevent utility shut offs; oversees rental assistance to prevent eviction; and ensures the availability of a continuum of wraparound social services. This position reports to the City Manager and is a member of the City's senior leadership team.

The City of Rockville's Department of Housing and Community Development works to maximize access to opportunities that enable city residents to develop their capabilities fully, achieve self-sufficiency, and live in human dignity by providing opportunities for affordable housing and comprehensive social services programming.

## Essential Job Functions

- Demonstrate leadership through strategic direction setting for department programs and services; development of effective partnerships that advance the work of the department; and supporting employees through coaching and mentoring.
- Oversight of all Department programs and services, including budget development and management; contracts and grants management; and personnel actions.
- Establish and implement a strategic workplan to identify and address short-term and long-term goals to improve availability of affordable housing options and community development programs.

- Oversee the administration of housing and community development programs and activities, ensuring equitable access, fiscal compliance, and programmatic integrity.
- Advises the Mayor and Council, City Manager and other City leadership on housing policy and housing codes and their implications on the city and its residents.
- Establish and nurture professional working relationships with private, county and state agency officials to plan, fund and coordinate programs and services for City residents.
- Propose and drafts modifications to City code and departmental regulations and procedures to address the changing housing and community development landscape.
- Oversee the allocation of funding to community-based organizations to support housing and community development activities and explores alternative funding opportunities to support city programs and services.

## Qualifications

### Education:

A bachelor's degree in public administration, community planning, public policy, or a related field. A master's degree in one of the above disciplines is preferred.

### Experience:

Seven (07) years of experience working in affordable housing development; housing policy and development; and/or community development with at least two years supervisory experience. Must possess or be able to obtain a driver's license valid in the State of Maryland.

## Knowledge, Skills, and Abilities

### Knowledge

- Housing policy and/or housing program development and implementation
- Affordable housing production and financing.
- Community development and community service program development and implementation.

### Operational Excellence

- Vision for short-range and long-term planning.
- Effective and decisive operational management skills.
- Collaborative work environment.
- Accountability for results.

### Leadership

- Passion for developing staff through coaching and mentoring.
- High level of integrity and ethical standards.
- Effective, clear and consistent communication.

### Relationship Building

- Develop and nurture professional relationships with key stakeholders.
- Create a work environment that promotes collaboration, inclusiveness and openness.

### Justice, Equity, Diversity and Inclusion

- Understands and applies the values of justice, equity, diversity and inclusion in policy and program development and program implementation.

Please contact Susan Seling, director of Human Resources, at [sseling@rockvillemd.gov](mailto:sseling@rockvillemd.gov) or 240-314-8472 with any questions.

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**Agency**

City of Rockville

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