

Position Description

Position Title: Director, Department of Housing and Community Affairs

Reports to: Chief Administrative Officer (CAO)

Location: Rockville, MD

The Organization: Montgomery County Government

Introduction:

Located adjacent to the nation's capital, Montgomery County is the most populous county in the state of Maryland and one of the most diverse counties in the nation.

The County Government is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help to deliver services to over 1 million county residents. Montgomery County is proud of the services it offers. These include some of the best in the nation, which the County strives to deliver in keeping with its Vision Statement and Guiding Principles.

Montgomery County's newly elected County Executive has outlined seven Priority Outcomes for the County's future. These include:

Priority Outcomes:

- **Thriving Youth and Families** – Children need great schools, supportive families, and caring communities to help them succeed in life. We can give them the start they need by providing adequate funding for public schools, access to affordable early childhood education and expanded high school options, and support for programs that relieve stress on families through increased access to affordable housing and better-paying jobs.
- **A Growing Economy** – A healthy business community is essential to our success. We will reinvigorate the county's direct involvement in economic activities by re-examining our regulations to make sure they are sensible, fair, and efficient; opening support centers that help both new and existing businesses; and developing an incubator and innovation climate to help local entrepreneurs bring their ideas into the world.
- **A Greener County** – We recognize the urgency of global warming and will take concrete steps to address climate change. County government has committed to zero Greenhouse Gas emissions by 2035, an ambitious – but achievable – target. We will reduce our footprint by pursuing clean energy,

energy efficiency, enhanced building design, reduction of waste, and developing a better transit system for our residents.

- **Easier Commutes** – Moving people and goods more efficiently is an economic imperative and is essential to our quality of life. We will reduce traffic congestion by improving transit options, supporting Metro, encouraging telecommuting and implementing common-sense road improvements.
- **A More Affordable and Welcoming County** – We will focus on initiatives that make Montgomery County a place where all residents can pursue their dreams regardless of race, ethnicity, age or economic circumstances.
- **Safe Neighborhoods** – We will address crime and pedestrian safety issues and seek input from communities across the county on ways to address these issues. We plan to enhance opportunities for walking, biking, and creating neighborhood gathering places.
- **Effective, Sustainable Government** – We will partner with county employees to make County Government more cost-effective and to deliver services more efficiently and responsively.

The Position:

Montgomery County is seeking to fill the Director for the Department of Housing and Community Affairs. The position is appointed by the County Executive and confirmed by the County Council. This position is accountable to the Chief Administrative Officer (CAO).

The Director of the Department of Housing and Community Affairs develops, implements, and evaluates housing and community development policies and programs; prepares and implements effective intergovernmental strategy for systematically addressing problems which contribute to the physical decline of residential and commercial areas; monitor fair and equitable relations between landlords and tenants; ensures that dwelling units are maintained in a safe and sanitary manner; and promotes the availability of affordable rental housing to tenants of all income levels. The work requires consideration of economic, societal, land use, and community impacts and issues, development of solutions that accommodate conflicting objectives from a variety of organization, groups, and individuals.

The Ideal Candidate:

The candidate will have high expectations of himself/herself and other staff, pay attention to detail after understanding the big picture, and will take care of day-to-day issues before they are referred to the CAO. The ideal candidate will bring a strategic perspective, be able to see beyond the immediate pressures, stay focused on the important long-term objectives and have passion for public service and a strong commitment to effectiveness and efficiency of Government programs, processes and services.

The ideal candidate will be ethical, approachable, trustworthy, apolitical and committed to excellence and delivery of meaningful results for tax payers in Montgomery County. S/he will communicate openly, honestly and collaboratively with a diverse group people, expertly promulgate and implement a long-term mission, vision and strategy and provide new ideas and innovation through change management processes that improve the efficiency and delivery of effective county programs and services.

Highlighted Qualifications:

- Extensive knowledge of local, State, and Federal programs essential to housing, community development and landlord-tenant activities;
- Demonstrated ability to negotiate agreements which accommodate conflicting interests and viewpoints of numerous groups and organizations
- Ability to plan, and implement activities related to urban renewal, redevelopment, rehabilitation, neighborhood and community improvement programs, historic preservation, commercial revitalization of local retail centers and major business districts with other governmental and private agencies concerned with community development;
- Effective team builder, collaborator, and strategic -partner working with Federal Government's Department of Housing and Urban Development, Environmental Protection Agency and the State of Maryland's Department of Housing and Community Development and builds relationships with the community and business groups;
- Expert ability to work with diverse groups of people;
- Courageous and motivating ability to supervise, train, evaluate and support professional, technical, and clerical staff;
- Transformative ability to innovatively develop, implement and manage county policies, procedures, and processes.

Education, Training and Experience:

Master's Degree in Urban Planning, Social Sciences or related fields, plus seven years demonstrated experience in community planning and development, code enforcement, landlord tenant relations or related fields, with at least four years in a managerial or supervisory capacity which include responsibility for fund and budget administration, program planning, implementation and administration.

An equivalent combination of education and experience may be substituted.

To Apply:

Montgomery County government is committed to attracting and retaining a highly- skilled, quality, and diverse workforce. We want people who aspire to make a difference in our community. We offer quality compensation and a generous benefits package. Learn more at: Montgomery County Benefits. Interested applicants should forward a cover letter and resume to Gregg A. Moser at gmoser@kapartners.com.