



## Human Resources Department

# Community Development Manager - Housing

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The City of Takoma Park is seeking a skilled manager with a broad range of housing experience to oversee its Housing and Community Services Division. The initial focus of the individual selected for this position will be on the implementation of the Housing and Economic Development Strategic Plan. Ongoing responsibilities include administration of the Division's rental housing licensing and registration programs, mediation of landlord tenant disputes, tenant association assistance, enforcement of local rent stabilization laws, grants administration, implementation of affordable housing programming, and oversight of contracts for services benefiting the community's low- and moderate-income residents.

### **Typical Duties of this Position include:**

- Managing the operations of the Housing Division; developing work plans and goals; hiring, training, supervising, and evaluating personnel; ensuring compliance with policies and procedures; developing division budget proposals, and managing approved funds;
- Monitoring legislative changes, particularly those related to housing, tenant-landlord relations and community development; recommending amendments to City codes and regulations, and advising on their implications for the City;
- Managing and coordinating projects and programs intended to preserve and increase the City's affordable housing stock and assist low- and moderate- income residents. Performing research and analysis; identifying research needs; developing and implementing appropriate evidence-based strategies and programming; identifying opportunities for data collection and use;
- Overseeing staff responsible for the City's rental licensing program, rent stabilization program, tenant-landlord affairs, and code enforcement; responding to landlord-tenant questions and concerns as needed;
- Establishing and managing educational programming and outreach materials for tenants and landlords;
- Developing, managing, and monitoring various City housing assistance programs including the Emergency Assistance Program, Rent Assistance Program and COVID-19 Relief Program, including marketing programs to the public and soliciting and evaluating applications. Publishing requests for proposals (RFPs) to solicit required services; selecting contractors and vendors, and ensuring payment to vendors upon completion;
- Managing and monitoring assigned contracts for services; developing and implementing programming and projects; monitoring progress; processing payments; monitoring program annual budgets;
- Working with county, state and federal agencies to coordinate and advance local and regional initiatives and shared housing, community development and transportation goals.
- Working with housing-related non-profit agencies when payments in lieu of tax agreements are requested from the City; coordinating paperwork;
- Overseeing federal, state and county grant funding; monitoring the service-related grant process; overseeing the process for publishing of CDBG funds; reviewing applications for eligibility;
- Performing related duties.

### **Knowledge, Skills, and Abilities required to be successful are:**

- Knowledge of tenant and landlord rights, and the codes, rules and regulations that govern landlord-tenant affairs.
- Knowledge of program management principles, and grant management principles and practices.
- Knowledge of relevant federal and state laws, City ordinances, and department policies and procedures.
- Knowledge of techniques to facilitate development and preservation of affordable housing
- Knowledge of marketing concepts and practices related to community development programs.
- Knowledge of the principals and practices of contract administration, including the development of contractual agreements, regulatory agreements, deeds of trust, and promissory notes.
- Skill in management and supervision, problem solving, prioritizing and planning, interpersonal relations, oral and written communication.



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### Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field such as economic development, public policy, urban planning, government administration or business.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require six years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the state in which the employee resides for the type of vehicle or equipment operated.

### Preferred Candidates may possess the following:

- A proven history of program development and/or management in one or more of the following areas: 1) affordable housing 2) community development 3) urban planning 4) social services
- A strong background in affordable housing and community development
- Technical experience in financing affordable housing

**The following materials must be included with your submission.** They can be uploaded under "Documents." Submissions that do not include these documents will not be considered.

- Cover Letter
- Resume
- Writing Sample (maximum length two pages)

The salary for this position is graded between \$83,067.04 and 97,848.74 and will be offered at a level consistent with the experience and qualifications of the candidate. We offer a highly competitive benefits package, including 100% paid premiums of medical, dental, and vision insurance for employee only coverage, and 80% paid premiums for dependents.

Please note that COVID vaccinations are now mandatory for all City staff, and will be confirmed with other pre-employment screenings once an offer has been extended.

Please apply at [takomaparkmd.gov/careers](https://takomaparkmd.gov/careers)

A first review of resumes is expected to begin on June 23, 2022 and position will remain open until filled.

The City of Takoma Park is a small jurisdiction in Montgomery County, Maryland bordering the District of Columbia and Prince George's County. Inhabited by a diverse and politically active population of 17,000 residents, Takoma Park is known for its progressive policies, historic tree-lined neighborhoods, and independent businesses. We are proud to be a workforce of almost 200 full-time and part-time employees that are as diverse as the community we serve. We strive to maintain excellent customer service and responsiveness to our residents and everyone we work with. It is with this in mind that we seek to improve by championing quality and efficiency through a dedicated workforce and cooperative spirit.