

The City of Takoma Park is currently seeking a Director for the Department of Housing and Community Development (HCD). The incoming Director should be a strong, collaborative, and forward-thinking leader to advance the mission and strategic vision of the HCD Department.

Departmental goals include revitalizing residential neighborhoods and commercial areas, encouraging private and public investment, ensuring quality housing for all, and building the capacity of neighborhood and tenant associations and local nonprofit organizations to support community development initiatives.

During normal operations, the HCD Department hosts a number of programs, including: landlord-tenant mediations, rental housing licensing, affordable housing, associated grants administration, neighborhood and commercial revitalization, economic development, business retention, transportation planning, land use planning, safe streets programs, and arts activities.

The HCD Department also administers the majority of the City's COVID-19 emergency assistance programs, including housing assistance, eviction assistance, business grants, and other COVID-19 related programs. The incumbent will be tasked with managing funding for these programs and aiding with general administrative oversight and strategic direction.

The successful director will coordinate each of these by overseeing HCD's four divisions and partnering with respective County and State offices where applicable. The incumbent should be passionate about public service, cultivating partnerships with a diverse community, and driving coordinated efforts within the Department and City. The HCD Director will work closely with the other department heads to advance the City's Housing and Economic Development Strategic Plan.

General duties of the position include:

- Development of strategic goals and management of departmental operations;
- Coordination with advisory groups and other civic organizations;
- Fiscal management, including development of budget recommendations and oversight of approved funds;
- Management, training, and development of staff;
- Development and administration of grant-funded projects and programming;
- Maximizing community partnerships.

Minimum qualifications include:

- Knowledge and level of competency commonly associated with completion of a Bachelor's degree in business administration, economics, planning, urban studies, or a related field;
- Experience sufficient to thoroughly understand diverse objectives and functions of a City Department, particularly leading multi-stakeholder initiatives;
- Experience sufficient to direct and coordinate the required workload, usually interpreted to require three to five years of related experience.

A preferred candidate may have prior experience in municipal operations, graduate level studies in business administration, urban planning, housing policy, organizational development, or related field, and demonstrable experience managing the goals and operations of our Department.

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 citizens, 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.

The City of Takoma Park is proud to be an equal opportunity employer. We strive to be a diverse workforce that is representative of the residents we serve and the area in which we live. We are dedicated to creating an inclusive environment where employees of diverse backgrounds can thrive and make a positive impact in the services we provide.