

**CLASS SPECIFICATION**  
**Housing Director**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, integrates and directs the organization, administration, financial management, personnel and programs of the Portland Housing Bureau, ensures bureau programs and operations effectively serve the needs of its multiple stakeholders, constituents and customer agencies in the areas of housing and neighborhood improvement, including city-wide programs for financing, developing and rehabilitating housing, in support of City housing policy targets; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-incumbent class is accountable for developing, implementing and executing short- and long-range plans, strategic planning, policies, budgets and strategies to accomplish the City's mission and priorities to provide housing and community services. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within broad policy direction established by the City Council and general policy direction from a designated elected official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Portland Housing Bureau; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of bureau managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to City management concurrence.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with bureau managers to develop and

retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.

4. Directs the assessment of program needs and service requirements, legislative, regulatory and funding opportunities and constraints, political and intergovernmental issues, trends and innovations in the housing development and affordable housing industries and related matters; ensures that bureau objectives and priorities are focused on meeting those needs effectively, efficiently and with high-quality service; directs development and implementation of initiatives for service improvement and enhanced operational efficiency and effectiveness.
5. Directs, evaluates and approves analyses and recommendations regarding policy issues and long-range plans to address bureau services, operational needs and changing regulatory, legislative and funding source requirements; directs the development and approves reports and supporting materials to be presented to the City Council for action; presents staff recommendations in City Council meetings.
6. Interprets City Council instructions and requests; interprets City and funding source regulations, policies, procedures and applicable local, state and federal laws to ensure bureau compliance.
7. Directs and oversees development and implementation of public affairs and community outreach programs and activities; directs and oversees analyses of proposed legislation and regulations; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; serves as the City's chief representative in dealings with elected and appointed officials of other local, state and federal agencies, funding sources, civic and community groups, industry and professional organizations, developers, investors, the media and the public.
8. Ensures the effective utilization of federal funds and local public resources to leverage private resources and volunteer efforts to support housing and community development programs that best serve the needs of lower-income individuals and targeted neighborhoods. Oversees a complex bureau budget containing local, regional, federal and private resources necessary to deliver the City's housing programs and projects.
9. Develops integrated strategies for housing and community development; focuses City resources by planning and coordinating activities with other public, private and community sector interests.
10. Assesses community needs and evaluates program areas to ensure the effectiveness and efficiency of services to improve the lives of lower-income residents and neighborhoods; applies performance measures to clearly identify the intended outputs of community development activities, evaluate the extent to which outcomes are achieved and track long-term change resulting from services.
11. Involves low-income citizens and community groups who most closely experience the problems of poverty in identifying and prioritizing their needs and solutions.

12. Participates in regional, state and national public housing agency/affordable housing development industry meetings and conferences to represent the City and stay abreast of trends, technology and innovative programs and initiatives related to bureau operations.
13. Participates in professional and community organizations on behalf of the City and as part of the bureau's community and public affairs programs and activities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, methods and techniques of organization design and development, public administration, financial management, and long-range and strategic planning as they apply to a large, complex public housing/affordable housing development agency.
2. Federal, state and local laws and regulations applicable to affordable housing development, assistance and service programs.
3. Theory, principles, methods and techniques of community development, housing, finance and real estate development.
4. Bureau functions and associated management, financial and public policy issues.
5. Principles and practices of budgeting, purchasing and maintenance of public records.
6. Social, political and environmental issues influencing affordable housing program development and implementation.
7. Research methods and analysis techniques.
8. Principles and practices of effective human resource management and supervision.
9. Principles and practices of sound business communications.

### **Ability to:**

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan, organize and direct the operations of a large affordable housing program.
3. Understand, interpret, explain and apply City policy and procedures.
4. Develop innovative proposals and recommendations which support City housing policy objectives.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City effectively in negotiations.
7. Establish and ensure compliance with appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.

9. Exercise sound, expert independent judgment within broad general policy guidelines.
10. Establish and maintain effective working relationships with elected officials, City executives and managers, other elected and appointed governmental officials, industry and business executives, professional and community groups, developers, employees, media representatives and the public.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in urban planning, public or business administration, or a closely related field; and at least ten years of progressively responsible executive or management experience in the administration of a municipal housing and community development program or closely related function; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised: 06-17-05 Updated title on spec from Community Development Director to Housing/Community Development Director

06-01-09 Updated classification spec and title due to transfer of staff and functions from Portland Development Commission and resulting bureau reorganization; salary range adjustment approved by ordinance.

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

7480 COMMUNITY DEVELOPMENT DIRECTOR Adopted: 07-01-92

June 2009 - Change Job Class number from 7026 to 30000417, due to system change.