

CLASS SPECIFICATION
Assistant Housing Director

FLSA Status: Exempt

Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs divisions within the Portland Housing Bureau to achieve delivery of affordable and homeless housing program goals and initiatives; directs and manages resource development effort to secure public and private resources to advance bureau's mission; assists the Housing Director in developing and implementing bureau's strategic plan; leads and directs the development of bureau strategies, policies and initiatives; assumes full responsibility and acts as the Housing Director as requested and in the Director's absence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating a number of divisions of the Portland Housing Bureau to address the housing needs of Portland's lower income families. The incumbent assists the Housing Director in developing an affordable and homeless housing strategic direction for the bureau's various functional program areas, and contributes to effective implementation of strategies by providing bureau-wide operational, tactical and policy guidance. Responsibilities are broad in scope and require strategic thinking and planning, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program effectiveness.

The Assistant Housing Director is distinguished from other senior housing manager positions by the broad strategic and operational support to the Director, by its role in policy development and implementation and by regularly serving in the Director's stead on key issues and in the Director's absence.

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 assigned divisions 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 assigned managers and their 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 director and City management concurrence.
3. Assists the director in working with the City's elected leadership to set and carry out the City's affordable and homeless housing vision, mission and objectives; provides leadership and works with assigned 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.
4. Works with the director and bureau management team to develop, implement and administer comprehensive affordable and homeless housing management programs, policies, guidelines, procedures and practices across the City, consistent with City Charter and Code provisions, state and federal legal requirements and sound professional principles and practices; in areas of responsibility, confers with and coordinates the implementation of programs, policies and practices with City executives, managers and other housing related bureaus.
5. Assists the Housing Director in charting and implementing the Bureau's strategic plan; develops and recommends strategies and initiatives; advises Director and Council on the impact of proposed legislation and regulations and the recommended response.
6. Provides policy development and interpretation for all housing programs; provides initial executive-level opinion on most matters and escalates key strategic issues to Housing Director as needed; provides quality assurance oversight for all bureau programs and initiatives.
7. Provides general guidance, advice, policy interpretation, and policy direction for bureau programs, as needed and in Housing Director's absence. May be assigned to direct and manage the programs and activities of any of the bureau's divisions or sections.
8. Oversees and manages assigned programs and activities; resolves difficult, sensitive and controversial issues; develops service delivery support model to ensure effective and responsible customer service to internal and external clients and stakeholders.
9. Acts as the Housing Director for assigned projects, issues and in the Director's absence; serves as point person on key strategic initiatives; interacts with elected officials and City bureau directors to discuss initiatives, strategies or concerns at both broad and detailed levels; represents bureau interests in housing related negotiations, claims, or other legal actions.

OTHER DUTIES

1. As requested, represents the City and Housing Bureau in meetings with community and business organizations, county and state officials and legislators, educational institutions and other constituencies; participates on the City's behalf in meetings with professional organizations.
2. Monitors developments in areas of responsibilities; directs or conducts research and analysis of housing program requirements, needs and issues.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Objectives, program principles, rules and regulations applicable to major federal grant and private lender sources for housing programs and services.
2. Affordable housing needs and sound progressive approaches and practices for program delivery.
3. Principles, methods and tools of affordable housing financing including basic underwriting and deal structuring.
4. Principles, practices and methods of grants management, including development of applications, management and use of funds and regulatory compliance monitoring.
5. Conflict resolution methods and techniques.
6. Federal, state and local laws applicable to areas of responsibility.
7. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
8. Social, political and environmental issues influencing program/project development and implementation.
9. Research methods and analysis techniques.
10. City Code, procedures and requirements for contract review and approval.
11. Trends and practices in affordable and homeless housing management.
12. Principles and practices of effective management and supervision.

Ability to:

1. Plan, organize, manage and integrate a diverse group of housing development, assistance and service programs funded by a variety of funding sources.
2. Analyze and make sound recommendations on complex legislative, regulatory, program management, funding sources and City management issues.
3. Manage key housing strategic initiatives from conception to completion, including coordination with other City bureaus and elected officials.
4. Understand, interpret, explain and apply federal, state and City law, policy, regulations, policies and procedures applicable to areas of responsibility.
5. Present information, proposals and recommendations clearly, logically and persuasively in meetings and before groups.
6. Represent the City effectively in negotiations and interactions with grantor agencies and program stakeholders on policy, program design, contracting, interagency agreements and other issues.
7. Evaluate housing management practices and make sound recommendations for improvement; develop and implement appropriate procedures and controls to insure all funding source requirements are met.
8. Prepare clear, concise and comprehensive reports, studies, grant documents and other written materials.
9. Exercise sound expert independent judgments within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with managers and staff, representative of public and private agencies, city elected officials, grantor agency officials, community and business organizations, the media, the public and others encountered in the course of work,

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 public or business administration, or a closely related field; and at least seven years of progressively responsible housing management experience, at least four years of which were in a supervisory or management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

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.

Class History:

Adopted: 11-04-09