



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description:	Housing Strategies Director
Department:	Housing
Position Grade:	E-1
Supervisor:	Mayor
FLSA Status:	Exempt
Revision date:	July 2022

POSITION SUMMARY

The Housing Strategies Director works under the direction of the Mayor to shape policies, develop programs and build projects that increase housing availability and secure the city's long term success and sustainability.

This department oversees the implementation of equitable and fiscally responsible housing policies and strategies. They secure access to state and federal funding, work on incentives and policies that facilitate new housing, and encourage housing construction, with an emphasis on affordability. Familiarity with housing policy, development processes and social impact solutions is required.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Directs the city's efforts for housing development and ensures stable housing for residents.
 - 1.1. Develops, updates and implements department strategic plan that outlines a vision, policies, programs and priorities for housing.
 - 1.2. Reviews, updates and proposes new city ordinances and policies to ensure a greater supply of affordable housing and preserve existing supplies.
 - 1.3. Explores and pursues creative solutions to persistent problems.
 - 1.4. Analyzes data, develops recommendations and prepares reports and presentations for staff, mayor and city council.
 - 1.5. Leads and trains staff to advance housing projects and initiatives.
 - 1.6. Coordinates with other city departments tied to housing, including Neighborhoods, Promise South Salt Lake, Community Development, Homeless Strategies and the Redevelopment Agency.
2. Builds capacity, partnerships and projects to increase the supply of affordable housing in the city.
 - 2.1. Leads the implementation of complex, large-scale, long-term and multi-agency housing efforts.
 - 2.2. Encourages housing partnerships to promote acquisition, rehabilitation, and development of affordable housing, such as Section 8, LIHTC, etc.).
 - 2.3. Assists with reviews real estate transactions and development to create housing opportunities.
 - 2.4. Coordinates with Redevelopment Agency to attract affordable housing projects using city financing tools.
 - 2.5. Coordinates with Homeless Strategies team and supportive housing providers in the city to improve outcomes for unsheltered residents.
 - 2.6. Coordinates with city's Family Liaisons to find housing solutions for people at-risk of being unhoused.

3. Ensures compliance with federal, state and local affordable housing regulations and programs.
 - 3.1. Leads HUD-CDBG (Community Development Block Grant) grant application and administration.
 - 3.2. Prepares and implements the city's Low-Moderate Income Housing Plan.
 - 3.3. Advocates for city's interests and housing-friendly policies at state legislature.
 4. Facilitates relationships and projects between partners and collaborators.
 - 4.1. Leads the city's Housing Council.
 - 4.2. Participates in agency and non-profit boards, councils and trainings.
 - 4.3. Represents the city and its policies to the public and to other government entities.
 5. Develops and executes comprehensive communication strategies regarding affordable housing.
 - 5.1. Works with public relations and communication team to develop tools (such as website and reports) to disseminate information and conduct public outreach.
 - 5.2. Leads community outreach and encourages input in identifying issues and seeking solutions.
 - 5.3. Represents the city and presents to community, City Council, funders and partner organizations.
 6. Fiscal management and fundraising
 - 6.1. Develops and manages department budget in coordination with finance director and mayor
 - 6.2. Writes grants, requests for funding and manages grant reporting.
 - 6.3. Pursues project funding, including funding sources outside the city.
 7. Performs other duties as assigned.
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from an accredited college or university with a degree in Urban Planning or Design, Public Administration, Social Work, Political Science, Business Administration, or similar field.
- Bachelor's Degree or Associates Degree with 4 years experience in a relevant field.
- Minimum 5 years experience in supervisory and leadership duties.
- Experience in government role, paid or volunteer, is preferred.
- Possession or ability to obtain of a valid Utah Driver's License is required.
- Candidates from under-represented populations are encouraged to apply.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of best practices related to housing, planning and community development.
2. Knowledge of collective impact practices and social impact solutions.
3. Knowledge of effective project management.
4. Skill in working with individuals of diverse backgrounds and respecting diverse objectives and priorities.
5. Skill in communicating effectively, both verbally and in writing.
6. Skill convening and facilitating groups and leading dialogue with stakeholders, partners and the public.

7. Skill in establishing and maintaining effective working relationships with other agencies and partners.
8. Skill analyzing data and using it for monitoring outcomes.
9. Skill in fundraising, grant writing and grant management.
10. Skill in supervising and motivating personnel.
11. Skill in using independent judgment and analyzing situations and to make appropriate decisions.
12. Skill in word processing, spreadsheets, personal computers, mobile devices and office equipment.
13. Skill in creating and maintaining accurate records and properly handling confidential information.
14. Ability to work a standard work week in city offices.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is constantly required to stand, walk, and use hands to operate objects, tools or controls. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet. Some exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

GRADE: E-1

ANNUAL SALARY RANGE: \$75,000 to \$95,000 commensurate with experience and public service.
This is a benefited, grant-funded position.

CLOSING DATE: open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.gov and fax to 801-412-3276

or apply in person

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South)

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER