



PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

HOUSING DEVELOPMENT DIRECTOR

POSITION SUMMARY

The Housing Development Director works under the direction of the Mayor to build projects, shape policies, develop partnerships that increase housing availability and affordability. The Director has an outward facing role that brings resources to the city that result in building and preserving affordable housing.

This department oversees the creation and implementation of housing policies and strategies. They work on incentives and policies that facilitate new housing, secure funding and partnerships for new projects and encourage construction of more affordable housing in SSL. Familiarity with development processes and financing is required.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Directs the city's efforts for building and preserving housing at all levels of affordability.
 - 1.1. Develops, updates and implements department strategic plan that outlines a vision, policies, programs and priorities for housing.
 - 1.2. Develops, reviews, and updates city ordinances and policies to ensure a greater supply of affordable housing and to preserve existing supplies.
 - 1.3. Explores and pursues creative solutions to housing 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 to preserve supply, including Community Development, Neighborhoods, Promise South Salt Lake, Homeless Strategies and the Redevelopment Agency.
2. Builds 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 developments to create housing opportunities.
 - 2.4. Coordinates with Redevelopment Agency to attract affordable housing projects using government financing tools.
3. Utilizes federal, state and local affordable housing programs and ensures compliance with their regulations.
 - 3.1. Prepares and implements the city's Low-Moderate Income Housing Plan.

- 3.2. Advocates for city's interests and housing-friendly policies at state legislature.
 - 3.3. Secures government funding programs, including grants, loans and sources for city-led projects.
 - 3.4. Identifies and leads HUD-CDBG (Community Development Block Grant) projects for housing purposes.
 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
 - 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 Real Estate Development, Urban Planning, Business Administration, Public Administration, Political Science or similar field.
- Bachelor's Degree or Associate's Degree as well as 5 years experience in a similar role.
- Minimum 5 years experience in supervisory or leadership duties.
- Experience in government role, paid or volunteer, is recommended.
- Candidates from under-represented populations are encouraged to apply.
- Possession of a valid Utah Driver's License is recommended.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of best practices related to housing, land development, and community development.
2. Knowledge of effective project management.
3. Knowledge of collective impact practices and social impact solutions.
4. Skill in development processes, including real estate, finance, entitlement, contracts and construction.
5. Skill in developing partnerships, securing funds, negotiating and contracting.
6. Skill in fundraising, grant writing and grant management.
7. Skill in working with individuals of diverse backgrounds and respecting diverse objectives and priorities.
8. Skill in communicating effectively, both verbally and in writing.
9. Skill convening and facilitating groups and leading dialogue with stakeholders, partners and the public.
10. Skill in establishing and maintaining effective working relationships with other agencies and partners.
11. Skill in using independent judgment and analyzing situations and to make appropriate decisions.
12. Skill in creating and maintaining accurate records and properly handling confidential information and files.
13. Skill in word processing, spreadsheets, personal computers, mobile devices and office equipment.
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.

SALARY: \$85,000 to \$115,000 commensurate with experience and public service

OPEN UNTIL FILLED

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Apply online at sslc.gov

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ENTITY USES E-VERIFY