

DIRECTOR OF THE MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

City & County of San Francisco, CA





THE COMMUNITY

San Francisco is the fourth largest city in California with more than 865,000 residents. As a vibrant commercial and economic hub for the west coast, the City's daytime population exceeds 1.2 million. San Francisco is one of the most internationally recognized and culturally diverse American cities, with a community blend of residents and businesses. The City represents the most ethnically diverse city in the United States with major representation of residents. San Francisco is also home to the third largest concentration of members of the LGBTQ community among the largest U.S. cities.

The City is situated on a 49-mile square mile peninsula bordered by the Pacific Ocean and the San Francisco Bay on three sides. With a unique terrain consisting of scenic valleys, hillsides and mountain regions adjoining the coast and bay waterfronts, San Francisco is truly one of the most beautiful and majestic cities in the world.

THE MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

The Mayor's Office of Housing and Community Development (MOHCD) is dedicated to creating affordable housing for families and individuals, and providing essential services to build strong communities. MOHCD's mission is to provide financing for the development, rehabilitation, and purchase of affordable housing in San Francisco; to coordinate the City's housing policies effectively; and to strengthen the social, physical, and economic infrastructure of San Francisco's low-income neighborhoods and communities in need.

THE POSITION

Reporting directly to the Mayor, the MOHCD Director is responsible for the vision, direction, and implementation of the City's goals of providing stable, affordable and effective housing policies, focusing on San Francisco's low-income neighborhoods and communities of concern. The MOHCD Director is responsible for the continued implementation of MOHCD's 5-year strategic plan, which includes:

- Funding new affordable homes;
- Preserving existing affordable housing;
- Providing down-payment assistance to income-qualified first time homebuyers;
- Overseeing housing access and stabilization programs;
- Implementing policies to increase affordable housing;

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- Establishing self-sufficiency programs such as workforce development and educational support programs, financial education and counseling, legal services for at-risk individuals, and other resources to strengthen communities.

The new Director will oversee the operations, policy, and implementation of departmental programs that include housing, policy, legislation, and community development. Regular and ongoing communication regarding policy and departmental issues with the Mayor, Mayor's Chief of Staff, and the Board of Supervisors is an essential aspect of this role. Proactive coordination with City agency partners on all aspects of housing and community development is an essential function of this assignment.

THE IDEAL CANDIDATE

The City is seeking a dynamic, strategic, passionate and mission focused leader to become the new Director of the MOHCD. Responsiveness, accountability, collaboration, and transparency are essential elements in delivering the services and programs for this assignment. The ideal candidate will be an experienced manager who thrives in a fast-paced environment, and is willing to offer innovative solutions and creative problem solving to a workforce that is dedicated and committed to the mission of the organization. Organizational development expertise with an ability to implement change management and enhanced service delivery to programs, projects and staff will be expected in this role.

EDUCATION AND EXPERIENCE

Possession of a Bachelor's degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, law, real estate, finance or a related field AND eight (8) years of administrative/professional experience in community development, housing and/or housing development, real estate, finance, or a related field. At least six (6) years must include experience supervising professionals.

OR

Possession of a Master's degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, law, real estate, finance or a related field AND seven (7) years of administrative/professional experience in community development, housing and/or housing development, real estate, finance, or a related field. At least six (6) years must include experience supervising professionals.

COMPENSATION & BENEFITS

The City and County of San Francisco offers a competitive salary and benefits program. The full salary range for this position is \$144,924 - \$245,778 annually. Appointments at the maximum end of this salary range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment in the highest end of this salary range.

The City offers flexible benefit plans with pre-tax elections that include: medical and dental insurance; San Francisco Employee Retirement System (mysFERS.org); deferred compensation plan; long-term disability plan; life insurance; paid management training program; 11 paid holidays per year; 5 floating holidays; 10 to 20 vacation days per year depending on years of service; and 5 days of paid executive leave per year.

HOW TO APPLY

The City and County of San Francisco is an Equal Opportunity/ADA Employer and encourages women, people of color, and persons with disabilities to apply. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy, or any other legally protected characteristics.

Please **apply online** by **December 6, 2019**, at www.alliancerc.com. For questions and inquiries, please contact:

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Following the final filing date, all cover letters & resumes will be forwarded directly to City/County of San Francisco's Human Resources department for follow up. Thereafter, the City will become the recruitment point of contact, and will send each candidate a set of supplemental questions to complete. Following review of the answers to the supplemental questions only the most highly qualified candidates will be invited to interview. Following the final filing date, please direct your confidential inquiries and questions regarding this recruitment to Stephanie Mayorga-Tipton at Stephanie.mayorga-tipton@sfgov.org or (415) 557-4951.