



CITY OF LOS ANGELES

INVITES YOUR INTEREST IN THE POSITION OF

ASSISTANT GENERAL MANAGER

*EXEMPT POSITION

HOUSING AND COMMUNITY INVESTMENT DEPARTMENT



THE OPPORTUNITY

The Los Angeles Housing + Community Investment Department (HCID) is seeking an experienced and innovative individual to serve as an Assistant General Manager (AGM). The individual that is selected will be responsible for managing and directing the operations of the Housing Development Bureau of the Department.

THE DEPARTMENT AT-A-GLANCE

HCID's mission is to create livable and prosperous communities through the development and preservation of decent, safe and affordable housing, neighborhood investment and social services. The department currently has an operating budget of \$81 million and is organized into four bureaus each overseen by an AGM: The Housing Development Bureau, the Regulatory Code and Compliance Bureau, the Community Services and Development Bureau and the Administrative Services Bureau. Under the direction of the Executive Officer, this AGM position will be responsible for managing and directing the operations of the Housing Development Bureau. The four AGMs work collaboratively with each other as well as the Executive Officer and the General Manager and may be called upon to act in the absence of the Executive Officer and the General Manager.

The City of Los Angeles is at pivotal point in its history, currently being the most rent-burdened City in the country, with a record level of homelessness. However with the recent success of City and County ballot initiatives, the tax payers overwhelmingly approved unprecedented capital and supportive service funding levels over the next 10 years to address the region's homeless crisis. One of the Housing Development Bureau's responsibilities is to allocate this capital funding for the creation of permanent supportive housing for the homeless.



THE HOUSING DEVELOPMENT BUREAU AT-A-GLANCE

HCID's Housing Development Bureau is organized into three major divisions: The Finance and Development Division, the Asset Management Division and the Housing Strategies and Services Division. Each Division is managed by a Director of Housing, all of whom report directly to the AGM. At this time there are 141 positions assigned to the Bureau, consisting of various expertise, including financial, construction, technical, administrative and clerical. Each position is assigned specific duties and responsibilities in accordance with their designated position classification. The Divisions are as follows:

- Finance Development Division - finances the development and preservation of multi-family affordable housing projects for low income seniors, families and others who may need specialized permanent support such as the homeless, veterans, domestic violence victims and transition age youth. This Division oversees the calls for projects, its managed pipeline and the implementation of Proposition HHH, the \$1.2 Billion General Obligation bond proceeds, approved in 2016 to build permanent supportive housing for the homeless. HCID utilizes these resources in conjunction with other sources, including the City's Federal HOME Entitlement, 9% and 4% Low Income Housing Tax Credits, conduit bond financing, the State's Affordable Housing and Sustainable Communities funds, and the City's surplus properties deemed developable for multifamily housing. The Finance Development Division also reviews architectural plans, processes environmental clearances, ensures wage compliance during construction, and monitors the construction of the projects and authorizes construction draws.
- Asset Management Division - manages the City's \$1.9 Billion affordable housing loan portfolio consisting of more than 5,000 loans and records and monitors more than 40,000 income-restricted covenanted single family and multi-family housing units, for income qualifying tenants. This division also coordinates the outreach training and compliance monitoring of the Accessible Housing Program.
- Housing Strategies and Services Division - collaborates heavily with our banking and development partners to create innovative financing strategies and tools to maximize the City's available resources for the production and preservation of affordable housing. This Division selects developers and negotiates development agreements for the construction of multifamily or single family homes on City land. This Division also administers several specialized functions including the Homeownership Unit which assists low income first-time homebuyers; the Lead Hazard Remediation Unit which identifies lead-based paint hazards in pre-1978 housing, promotes lead-safe construction practices and administers grant funding to mitigate household hazards that cause illness in occupants; and the Handy Worker program which provides free minor home repairs to low income seniors and the disabled to allow them to continue to live independently.



DUTIES

The successful candidate will be responsible for the following:

- Plans, coordinates and directs the activities of major divisions of the Housing Department engaged in affordable housing production and development of new projects and programs for both rental and for-sale housing, including acquisition and rehabilitation; develops new housing initiatives; oversees and coordinates through supporting staff the financing and development of rental and owner-occupied housing, including real estate negotiation, tax credit syndication, mortgage credit certificates, bond financing, and leveraging funding sources with the private sector; translates the advice of the Affordable Housing Commission into feasible and effective strategies; reviews divisional performance and ensures that the Department's financial and human resources are utilized effectively; ensures that the Department is in compliance with all federal, state and city policies and regulations.
- Coordinates the activities of the Department's programs with other governmental agencies; confers with and prepares reports for management representatives from other City Departments, other governmental jurisdictions and civic and business organizations regarding affordable housing development and rehabilitation; acts as Department representative and liaison to other governmental, private and community based organizations; appears before Oversight Committees, City Council and Council Committees to present and discuss Department programs.
- Develops and approves standard operating procedures for the Department and works with the General Manager in the development of Department policy; recommends the establishment or change of department policies; reviews and approves recommendations to select, promote, reassign, or discipline employees; may review the preparation and administration of the Department's annual budget.
- Oversight of loan portfolio of over \$2.1 billion, and occupancy monitoring function for over 40,000 units under rent regulatory agreements.





DESIRED QUALIFICATIONS

Graduation from a recognized four-year college or university. A Master's degree in management, public policy, public administration, finance or a related field is desired; **and**

- A minimum of five years of full-time paid professional experience as the head of or assistant head of an organization responsible for the development, implementation and administration of a major government or private housing development or rehabilitation program; **or**
- A minimum of two years of full-time paid experience with the City of Los Angeles in a position at least at the level of Chief Management Analyst or equivalent, managing a staff engaged in administering multiple programs.

The successful candidate will:

- Be an expert on policies related to housing, housing financing and program development
- Be a business professional with strong strategic and conceptual skills
- Be an experienced, proven manager of a large, multi-faceted organization
- Be highly collaborative
- Be experienced in directly advocating policy positions to executives and elected officials
- Be able to establish strong, credible relationships with technical staff and client departments and handle City administrative functions with effectiveness and precision
- Be able to act as a facilitator and catalyst for meaningful city-process change
- Have experience in developing budgets and managerial control and be knowledgeable of general principles and systems relative to administration, budget preparation and expenditure control
- Have strong leadership abilities and superior interpersonal and communication skills
- Have high customer orientation with high levels of service
- Have excellent problem solving skills, coupled with great analytical skills
- Have the ability to negotiate keenly as well as partner with others in an effective manner
- Have the skills necessary to define a direction, facilitate change, inspire teamwork, and adapt to rapidly changing environments and issues



SALARY AND BENEFITS

The Assistant General Manager salary range is \$149,020 - \$217,861. Starting salary within the range for the position will depend on the selected candidate's qualifications. The City also provides the selected candidate with a competitive benefits package including health and dental plans, vacation and sick leave, voluntary deferred compensation plans, life insurance, dependent child/elder care expense reimbursement and pension through the City's Employees' Retirement System.

HOW TO APPLY

Electronic submittals are required. Interested candidates should immediately submit a resume, cover letter of interest, and three work-related references (include name, job title, affiliation, and telephone number) to:

City of Los Angeles Personnel Department
Attn: Leonard Torres – Executive Recruitment
Email: per.execsearch@lacity.org

Note: When e-mailing your application material, the subject line should reflect your name and the job title you are applying for.

Questions may be referred to Leonard Torres at (213) 473-9394 or Art Irigoyen at (213) 473-9134

The filing period will close on **Thursday, October 15, 2020 by 4 PM.**

In order to be considered, resumes must include: A description of the size and function of the organizations managed; description of your role in the organization; at least one major professional accomplishment in which you played a key role; and any relevant experiences or unique characteristics which could further qualify you for this position.

* The position of Assistant General Manager is an exempt, at-will management position. The incumbent will not accrue any civil service tenure, contractual employment rights or due process rights. The Assistant General Manager is appointed by and serves at the pleasure of the General Manager. The incumbent may be removed, without any finding of cause, by the General Manager. Such removal would not be reviewable or appealable.

HCID Mission Statement

Our mission is to promote livable and prosperous communities through the development and preservation of decent, safe, and affordable housing, neighborhood investment and social services.

