

CITY OF LOS ANGELES
EMERGENCY APPOINTMENT EMPLOYMENT OPPORTUNITY
DIRECTOR OF HOUSING
LOS ANGELES HOUSING DEPARTMENT

THE SALARY

The current salary range for the Director of Housing position is \$135,448 to \$198,005 annually.

The City

The City of Los Angeles is the second-largest city in the United States with over 4 million residents in an area covering almost 470 square miles. Both geographically and culturally diverse, Los Angeles is also home to world-class educational and economic institutions. The City has more than 1.4 million housing units, over 880,000 of which are rental units, of which 640,000 are multi-family units covered by the Rent Stabilization Ordinance. Of the City's more than 436,000 low-income renter households, almost 300,000 are severely rent-burdened, spending more than half of income on rent, at risk of housing insecurity and homelessness.

The City has an ambitious plan to accommodate almost 500,000 new residential units over the next 7 years to meet both unmet demand and job growth. Of those units, 185,000 will need to be affordable to low-income and very-low-income tenants. This production goal will be met by a combination of targeted financing and land use incentives, as well as creative use of City land and resources.

The Department - Housing Development Bureau

The Los Angeles Housing Department is dedicated to ensuring that every Angeleno has a safe and affordable place to call home. The Department comprises almost 700 employees organized into three bureaus, with the Housing Development Bureau's (HDB's) 200 employees focused on helping to build and preserve affordable, accessible, and supportive housing throughout the City.

HDB works with housing developers and community and business partners to leverage local, state, and federal money to deliver on the City's housing promises. HDB helps to fund new housing construction, preserve existing affordable housing, pursue innovative reuse of City land, and monitor the operations and ongoing obligations of housing projects to meet affordability and accessibility goals.

HDB is organized into four divisions: Asset Management, Development & Finance, Housing Innovation Strategies, and Construction & Technical Services. Each division is headed by a Director of Housing responsible for management and oversight of the team and alignment of work across divisions.

Asset Management Division. The Director of Asset Management oversees the City's \$2 billion affordable housing portfolio, which contains 48,000 units, and adds 3,000 new units annually. The division manages steps of the development process from analysis of long term feasibility of proposed new projects and capacity of development teams to ensuring stabilized on-going operations once the projects are put into service. This oversight involves managing the loan

portfolio, from loan servicing to strategizing and implementing troubled asset workouts. It also includes preparing land use covenants, and monitoring compliance with the City's outreach and affirmative marketing requirements, as well as affordability and accessibility requirements.

The Asset Management director must have experience in compliance monitoring, and knowledge of strategic financial analysis of real estate portfolios to determine appropriate benchmarks and standards to ensure the financial health of each type of affordable housing across owners, neighborhoods and funding sources.

Development & Finance. The Director of Development & Finance is responsible for overseeing the programs that fund the development of affordable and supportive housing, ranging from the implementation of the City's Proposition HHH program to bond financing and the administration of the City's Affordable Housing Managed Pipeline. This Division assists projects in leveraging state and federal capital funding, often combined with the City's Federal HOME Entitlement, Low Income Housing Tax Credits, conduit bond financing, State housing programs and local resources, to maximize our production of affordable and supportive housing. This Division also manages the City's affordable housing preservation program, deploying financing tools and incentives for owners to extend affordability on older affordable housing units. Since 2017 this division has also been responsible for spending over \$100 million per year to more than triple the City's production of permanent supportive housing for people experiencing homelessness.

The Development & Finance Director role requires broad experience in working with affordable housing finance programs, as well as the ability to analyze program and market characteristics and continuously monitor and update recommendations to maximize production, affordability, equity and sustainability in each of the finance programs.

Housing Innovation Strategies. The Director of Housing Innovation Strategies oversees various programs intended to increase the affordable housing stock through innovative approaches to land development and reuse of publicly owned property, to create opportunities for intergenerational wealth building through home ownership opportunities, and to facilitate the provision of housing and related services to those experiencing homelessness. The Director is also responsible for oversight of the Bureau's performance evaluation and planning work to evaluate the efficacy of HDB and Department-wide programs.

The Housing Innovation Strategies Director must have broad knowledge of affordable housing programs, including rental and homeownership subsidy programs, neighborhood based housing development initiatives, and innovative programs using acquisition, preservation, redevelopment strategies. The Director must also be able to lead a team in developing, operating and evaluating pilot programs to test alternative funding models. The Director must also have strong experience in planning, evaluation, and coordination of significant programs with multiple stakeholders, including administration of federal and state funded programs to meet grant requirements.

Construction & Technical Services. The Director of Construction & Technical Services is responsible for providing support and technical services to affordable housing development partners to ensure efficient and timely delivery of affordable housing units. A key component of the housing production chain, the Technical Services team is responsible for reviewing construction progress, compliance with prevailing wage requirements, and processing payment requests for each project in the LAHD pipeline in a timely manner. The Director also oversees the Architectural Services and Relocation Compliance, and Environmental Review teams, to ensure that the City complies with federal and state program requirements, as well as the Healthy Homes team to ensure that housing remains lead-safe and healthy.

The Construction & Technical Services Director must be able to organize and lead a team to manage a high workload of projects requiring construction completion, prevailing wage and payment approvals within timelines established by the Department, consistent with industry standards. Experience with managing complex, high volume programs is required, as is the ability to collaborate with internal and external stakeholders to quickly manage problems and solutions. The Director must be able to identify impediments to the workflow and recommend changes that can be implemented and accepted by stakeholders.

Knowledge, Skills and Abilities Needed for All Housing Directors

The Housing Directors must be able to work within each division and as a team to implement programs and to regulate, finance and develop affordable housing across programs. Each Housing Director must have the following knowledge, skills and abilities:

- Ability to plan, coordinate and direct the activities of the division engaged in affordable housing production and preservation.
- Develop standard operating procedures for division programs, working with the Assistant General Manager and General Manager; analyzes challenges to program success and recommends changes to guidelines as needed to achieve goals in changing market and regulatory conditions.
- Ability to lead program planning, evaluation, implementation and coordination across the Department as well as with external stakeholders and internal city partners to increase production of a range of permanent housing solutions.
- Ability to analyze challenges to program success and recommend changes to guidelines as needed to achieve goals in changing market and regulatory conditions.
- Reviews and makes recommendations to select, promote, reassign or discipline employees.
- Participate in the preparation of the Department's annual budget requests as they pertain to the division and bureau.
- Ability to represent the Bureau, the Department and City's interests and housing programs to City and external stakeholders, and to communicate stakeholder concerns back to appropriate Department leadership and colleagues.

Opportunities and Preferred Qualifications for Director of Housing Positions

The Department is looking to fill all four Director of Housing vacancies in the following divisions:

- Asset Management
- Development & Finance
- Housing Innovation Strategies
- Construction & Technical Services

Ideal candidates will demonstrate the ability to successfully perform the responsibilities described above for one or more of the Director positions.

Requirements for Housing Director Positions

In addition to demonstrating the ability to perform the duties for the Director of Housing positions as described above, all candidates for the positions must meet the following requirements:

A minimum of two years of full-time, paid professional experience at the level of Housing Programs Manager, RCSII, or Senior Management Analyst II, including at least one year of experience in the supervision of professional staff engaged in the program design, planning, implementation and / or operation of a government or private housing development program, housing development finance, production of housing using incentive programs such as Transit Oriented Communities, density bonus, or inclusionary zoning programs, multifamily residential portfolio management, asset management, or affordable housing occupancy monitoring, or an accessible and affordable housing preservation or rehabilitation program.

OR at least three years of experience in the supervision of professional staff engaged in the program design, planning, implementation, and/or operation of: a government or private housing development program for either rental or for-sale housing; housing development finance; production of mixed income housing using incentive programs such as Transit Oriented Communities, density bonus, or inclusionary zoning programs; multifamily residential portfolio management, affordable housing asset management or affordable housing occupancy monitoring; or an affordable and accessible housing, housing preservation, or housing rehabilitation program.

Successful candidates will:

- Have strong strategic and conceptual skills.
- Be an experienced, proven manager of large, multi-faceted programs or organizations.
- 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 effectively.
- Be able to act as a facilitator and catalyst for meaningful process change.
- Have strong leadership abilities and superior interpersonal communication skills.
- Have high customer service orientation.
- Have excellent problem solving skills as well as strong analytical skills.
- Have the ability to 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.

Type of Appointment

These positions are open to be filled on an emergency appointment basis. Please note that an emergency appointment is a temporary appointment that can be made permanent upon the successful completion of the civil service examination process for the Director of Housing. A candidate who is offered and accepts an emergency appointment will be required to take the examination when it is offered at a future date and obtain a high enough score on the resulting eligibility list to be retained on a permanent basis. LAHD will work with the Personnel Department to offer the Housing Director exam by the end of Fiscal Year 2022-2023. Applications are welcomed from both candidates currently employed within the City's civil service system and external candidates.

Application and Selection Process

The selection process will consist of one or more oral interviews to determine the most qualified candidate for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

TO APPLY

Interested applicants must submit a completed City of Los Angeles Application form and a résumé (ATTN: Director of Housing) to the following email address: lahd.persrecunit@lacity.org or to LAHD's Personnel Unit on Tuesdays, Wednesdays, or Thursdays between 8:00 a.m. and 4:30 p.m., located at 1200 W. 7th St., 9th Floor, Los Angeles, CA 90017, no later than **4:30 p.m. on Friday, August 19, 2022.**

NOTE: The City of Los Angeles Application form can be downloaded from the Personnel Department's website: <http://per.lacity.org/appform.htm>

If you have any questions, please contact the Los Angeles Housing Department Personnel Unit at (213) 808-8804.