



The Housing Authority of the County of Santa Cruz



*invites your interest
for the position of*

Director of Operations

The Community

Situated at the northern tip of the picturesque Monterey Bay, Santa Cruz County with a population of almost 270,000 residents is ideally located 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of San Jose and the Silicon Valley. The four incorporated cities within the County are: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Santa Cruz County provides an exceptional quality of life with over 29 miles of pristine beaches, majestic redwood forests, an abundance of outdoor activities, a thriving wine industry, and temperate year-round weather. The sun shines 300 days a year as residents enjoy the Mediterranean climate, low humidity and mild weather cycles. The State of California owns and maintains over 42,000 acres of parks in the coastal and mountainous areas of the County, with the County maintaining an additional 850 acres of parkland. The local educational system includes: U.C. Santa Cruz, Cabrillo Community College, and several highly rated high schools. The local economy is strong, highlighted by the industries of agriculture, tourism, high technology and the service sector. Santa Cruz County provides a beautiful setting and presents an ideal location in which to live, work and play.



The Housing Authority

The Housing Authority of the County of Santa Cruz was created in 1969 with the charter to provide housing and rental assistance for the county's low-income residents. The Housing Authority is an independent public entity, separate and distinct from the County government. However, cooperation and interaction occur between the Housing Authority, the County, and each of the incorporated cities. The Housing Authority acts as the sole public housing authority for each of the localities within the county and administers federally funded rental assistance programs for the cities of Hollister and San Juan Bautista in neighboring San Benito County. Since its inception in 1969, the Housing Authority has increased the number of families assisted to over 5,000 and now brings the county over \$100 million annually in housing assistance funds.

The Housing Authority is governed by a seven-member Board of Commissioners. The County Board of Supervisors, on an at-large basis, appoints the Commissioners. Two of the Commissioners must be program participants of the Housing Authority, of which one must also be over 62 years of age. The Agency has been designated as "High Performing" by HUD for over 20 years. It employs 56 staff and operates with an annual budget of \$119 million (of which \$104 million are pass-through funds in the form of housing assistance payments to landlords on tenant's behalf). Current programs include administration of Housing Choice Voucher ("Section 8") program (5,154 vouchers including 368 VASH), 103 units of migrant farm worker housing, 70 units of USDA farm worker housing, and 15 tax credit apartments. The Housing Authority has also established New Horizons Affordable Housing and Development, an affiliated nonprofit organization which exists to act as the owner and property manager of Agency owned sites and is currently working on developing a new 20-unit affordable property on the west side of Santa Cruz. The Housing Authority also provides a wide variety of additional services related to family self-sufficiency, housing rehabilitation, and homebuyer assistance.

MISSION STATEMENT:

The mission of the Housing Authority of the County of Santa Cruz is to promote access to quality affordable housing, utilize housing as a platform for improving quality of life, and support inclusive, healthy and sustainable communities free from discrimination.

The Position and Ideal Candidate

The Director of Operations is a newly defined role serving as the Housing Authority's Chief Operating Officer responsible for the management and administration of all Housing Authority programs, planning, policies, and operations, and ensuring those activities are conducted in accordance with the agency's vision and follow federal, state, local, HUD, and Authority rules and regulations. The new Director will report directly to and work closely with the Executive Director, and will oversee all agency departments (Housing Programs, Property Management, Administrative Services, and Finance), with a special focus on property management and development. As part of the agency's core executive team, the Director will be a collaborative, participative, entrepreneurial, and relationship-based manager who provides exceptional leadership to the organization.



HACSC's primary organizational priority is addressing the numerous challenges related to providing adequate and affordable housing for the community. Rising rehabilitation and construction costs, lack of inventory, and the region's high cost of living have created major obstacles in providing affordable housing for many residents in need. Expanding affordable housing through increased utilization of Housing Choice Vouchers, along with new construction, rehabilitation, property management, and property acquisition are essential aspects of this initiative. Additional focus will also be directed towards improving the efficiency of all internal operations Agencywide.

The ideal candidate will be an active, engaged, and hands-on leader with a strong background in administration and management of government programs/agencies, with a focus on housing operations. Extensive experience with property management, housing construction, and building rehabilitation, are strongly preferred. This would include knowledge of a wide variety of public housing programs and landlord and tenant rights and obligations under the law. The Director will be a role model for the high level of customer service expected in the delivery of service, and will ensure a culture of trust, teamwork, and professionalism exists throughout the organization. A high level of self-initiative, excellent problem-solving skills, and the ability to utilize creative approaches to meet the organization's Mission are essential attributes.

This position requires any combination of education and experience that would likely provide the required knowledge and abilities to perform this role. A typical way to obtain the knowledge and abilities would be a minimum of seven years of



increasingly responsible management experience in public or federally assisted housing programs or comparable entities, including at least three years of administrative and supervisory experience that includes development and/or trades experience, preferably including inspection and contract implementation of federal, state, and local laws, regulations, and related directives. A Bachelor's degree from an accredited college or university with major course work in business or public administration, construction technology, real estate, planning, or a related field is required. A Master's degree is preferred, as is building trades experience including inspection and contract administration related to housing programs, social or community services organizations, or a similar environment within either the public or private sector.

Compensation and Benefits

The Housing Authority of the County of Santa Cruz offers a competitive salary and excellent benefits package. The salary range for this position is \$130,440–\$158,532 annually, DOQ. The benefits include:

- ◆ Retirement: CalPERS with a 2% @ 62 formula. Employee pays the 6.25% employee portion of the contribution. “Classic” CalPERS members may be eligible for placement on other pension tiers. The Authority does not participate in Social Security.
- ◆ Holidays: 15 paid holidays annually.
- ◆ Health Benefits: The HA contributes a fixed amount toward employee and dependent health, dental, and vision insurance. Employee can pay premium costs with pre-tax dollars through a Section 125 plan.
- ◆ Vacation: Accrual at the rate of 132 hours annually during the first five years of service. Accrual rate increases to 156 hours annually after five years.
- ◆ Deferred Compensation: Two voluntary 457 programs are offered and are paid by employee.
- ◆ Sick Leave: Accrual on an hourly rate equivalent to 96 hours annually.
- ◆ Administrative Leave: 40 hours of annual administrative leave with option to cash out unused balance at the end of each fiscal year.
- ◆ Life, AD&D, Short-term and Long-term Disability Insurance: The Housing Authority provides Life, Accidental Death & Dismemberment, Short-term and Long-term Disability insurance to eligible employees.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is October 15, 2021.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.

