The City of San Antonio seeks a dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism for the position of:

Assistant Director
Neighborhood & Housing Services
**The Position**

The Assistant Director of the Housing and Neighborhood Services Department is responsible for assisting the Director in planning, directing, managing, and overseeing the activities and operations of the Neighborhood & Housing Services Department. The Assistant Director will coordinate assigned activities with other City departments, outside agencies, and provide highly responsible and complex administrative support to the City Manager's Office. They will exercise direct supervision over assigned staff.

**The Department**

The Neighborhood and Housing Services Department is dedicated to supporting and enhancing the quality of life for residents of San Antonio by providing effective management and delivery of our City’s resources for a vibrant future.

Affordable housing is a top ranked City Council policy priority resulting in additional funding dedicated to housing programs. The department works in partnership with nonprofit and other agencies and is looking for a collaborative individual to help lead key Divisions serving our community. The department has 80 FTEs and a budget of over $34 M for various programs funded by the General Fund, Federal Grants, GO Bonds and other sources.

**Essential Job Functions**

- Assists with management responsibility for all department services and activities, including housing programs, housing policy development, homeownership programs, neighborhood services, and neighborhood engagement
- Develops and monitors implementation strategies for a housing production plan utilizing federal funding programs and development incentives directed toward the creation of affordable housing
- Researches and identifies new government and private funding prospects and oversees grant writing activities
- Evaluates assigned programs to ensure efficiency, cost effectiveness, and compliance with local, state, and federal regulations, guidelines, and policies for housing programs including owner occupied, rental, multi-family, infill and tax increment financing program; and federal grant programs to include Community Development Block Grant (CDBG) and HOME
- Conduct needs assessments; research and monitor programs and services to identify gaps
- Helps with the administration of Federal government funding including all CDBG and HOME grants. Recommends and administers policies and procedures
- Disseminates and coordinates information to the community regarding housing policies and the availability of housing programs; coordinates neighborhood meetings and media coverage
- Acts as the official departmental representative to other City departments, City Manager's Office, elected City Council officials and internal/external agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, crucial, and controversial issues
- Assists with the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary
- Assists with the management, oversight and monitoring of the Tax Increment Financing Program
- Develop and implement the use of program evaluation tools, analyze the data, and prepare evaluation reports
- Review and sign department communication, including ordinances and contracts
- Attends City Council meetings and takes necessary action regarding Council agenda items
- Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the fields of Housing and Neighborhood Services
The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of almost 1.5 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges.

The Executive Team consists of over 35 Department Directors, a Deputy City Manager, four Assistant City Managers, a Chief Financial Officer, and an Assistant to the City Manager.

There are over 11,000 City employees.

Qualifications

The ideal candidate will have:

- Bachelor's Degree from an accredited college or university
- Seven (7) years of increasingly responsible professional experience in housing and community revitalization programs or local government, including three (3) years of administrative or supervisory responsibility and fiscal oversight and budgetary experience

Knowledge, Skills and Abilities

- Knowledge of operational characteristics, services, and activities of housing, community relations and revitalization and federal community development and housing programs
- Knowledge of HUD policies, procedures, and programs
- Knowledge of real estate, underwriting, and finance
- Knowledge of affordable housing policy
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Knowledge of advanced principles and practices of municipal budget preparation and administration
- Knowledge of organization, function, and authority of various City departments
- Knowledge of pertinent federal, state, and local laws, ordinances, statutes, and regulations
- Skill in the creation and negotiation of community housing agreements and contracts
- Skill in utilizing a personal computer and associated software programs, including databases and GIS maps and data
- Ability to develop relationships with the community to include neighborhood association leaders and housing advocates
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services
- Ability to identify and respond to community and City Council issues, concerns, and needs
- Ability to prepare and administer a complex departmental budget and allocate limited resources in a cost-effective manner
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Ability to provide administrative and professional leadership and direction to subordinate staff
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations
- Ability to perform all physical requirements of the job with or without reasonable accommodation
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making
To Apply

If you are interested in this outstanding opportunity, please send cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will occur February 10th, 2020. Please submit your application as soon as possible to ensure you are considered for this position.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio’s Executive Recruiter.

For additional information please contact:
Jeff Baldwin, Executive Recruiter (Interim)
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

Compensation & Benefits

Offered salary will be dependent on the selected candidate’s qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee’s annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of $500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of $70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).