



STATE OF COLORADO
invites applications for the position of:
**Deputy Director, Division
of Housing**

This position is open only to Colorado state residents.

CLASS TITLE: PROGRAM MANAGEMENT III

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1313 Sherman Street, Denver

SALARY: \$88,140.00 - \$142,836.00 Annually

HIRING PAY RATE: Although the full range is listed, hires are typically made between the floor and the midpoint based on experience and qualifications.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 05/08/18

CLOSING DATE: 05/23/18 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:
Open to Colorado residents only.



COLORADO
Department of Local Affairs

Who We Are

For many communities throughout Colorado, the **Department of Local Affairs** is the "face of state government"--that initial and primary point of contact where local communities work in partnership with the State. Our department's mission statement, "Strengthening Colorado Communities," exemplifies the level of responsiveness and attentiveness that lies at the heart of our services. Through financial and technical assistance, property tax administration, property valuation appeals and programs addressing affordable housing and homelessness, our department works in cooperation with local communities to make them more sustainable and enhance their livability. For more information about the Department of Local Affairs go to <http://dola.colorado.gov/careers>.

The **Division of Housing** (DOH) was created by statute in 1970 to improve the access of all Coloradans to decent, affordable housing. Working with the State Housing Board, the Division:

- Provides state and federal funding to private housing developers, housing authorities and local governments to increase the inventory of affordable housing.
- Offers Section 8 rental assistance statewide through local housing authorities and non-profit service organizations.
- Certifies all factory/manufactured structures built in or shipped to Colorado, and approves multifamily construction in counties with no construction codes.

For more information about the Division of Housing go to: <http://www.dola.colorado.gov/doh>.

What We Can Offer You

If your goal is to build a career that makes a difference in communities across the State, consider joining the dedicated people of the Department of Local Affairs. In addition to a great location and rewarding, meaningful work, we offer:

- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus optional 401K and 457 plans
- Medical and dental health plans
- Employer supplemented Health Savings Account
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave
- RTD EcoPass
- Wellness Program
- Excellent work-life programs, such as flexible schedules, training opportunities and more

DESCRIPTION OF JOB:

The Colorado Division of Housing (DOH) is seeking a strong manager to fill the role of **Deputy Director**. The Deputy Director of the Division of Housing works with the Director to accomplish division objectives to provide statewide services relating to affordable housing within the parameters of state and federal regulations. The position evaluates state and federal statutory changes and recommends modifications to rules and policies that affect the division's programs; provides leadership and administration for DOH programs, which may include rental assistance, homelessness programs, home modifications, building codes and/or financing for the construction, rehabilitation and acquisition of rental and homeowner housing; provides direction to DOH staff and local agencies regarding policy, program, fiscal, administrative and evaluation activities related to the above programs. The Deputy Director utilizes an understanding of national and state housing issues that affect the Department's consumers, and the division's programs that serve persons with special needs. The Deputy Director serves as backup to the Director and as such has signature authority, attends meetings, and regularly represents the division.

Additionally, the Deputy Director evaluates DOH programs and develops and recommends strategies to provide Division services throughout the state, particularly those areas of the state which do not receive direct HUD funding in order to more effectively meet local needs. The position designs strategy, systems, and broad program policies and guidelines in cooperation with staff and partner agencies, and works with partners and stakeholders to discover programmatic weaknesses, develops ideas for improving operations, implements solutions, and tracks accomplishments. The position works to identify opportunities to expand programs, and makes recommendations to both the Division Director and to partner agencies.

This position is responsible for fiscal management and oversight of DOH State and Federal funding programs within the U.S. Department of Housing and Urban Development's and the State's established parameters. Operating with budgets averaging between \$100 and \$130 million per year, the Deputy analyzes program utilization and determines whether to increase or decrease program size to ensure spending within annual budget authority and to ensure the ability for DOH to apply for future program dollars. The position is the point person on DOH audits, resolution of monitoring findings, replies to fiscal notes, writes decision items and responds to JBC analyst questions.

The position provides leadership and supervision for three program managers and indirectly supervises 16 professional and support staff members.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree from an accredited institution and six years of professional experience which must include a combination of the following:

- experience supervising and managing people, and
- at least three years of experience
 - managing program(s) or overseeing compliance with rules and regulations AND
 - experience managing public, state or federal housing programs OR programs serving special populations.

In addition to the minimum qualifications, the *preferred* applicant will demonstrate the following experience and competencies:

- Excellent problem solving skills
- Strong Analytical skills
- Excellent fiscal management skills
- Experience as a second level supervisor
- Outstanding leadership skills
- Experience with behavioral health programs
- Experience working with complex federal assistance programs
- Experience in understanding the local service provider community
- Extensive experience serving special needs populations
- Expert level knowledge of state and federal affordable housing programs
- Excellent decision making skills and judgment
- Ability to work collaboratively with a variety of stakeholders
- Experience working with rural communities
- Strategic planning and implementation
- Program evaluation skills

SUBSTITUTION: High level program management experience, which provided the same kind, amount and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the required degree. A master's degree in Business Administration, Nonprofit Management, Urban and Regional Planning or a closely related field will substitute for one year of the required program management experience.

CONDITIONS OF EMPLOYMENT: The successful applicant must pass a criminal history background check. Requires occasional overnight travel. Requires the ability to travel independently by vehicle, statewide.

APPEAL RIGHTS: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Applicants must submit a completed application and resume by 5:00 p.m. on the announcement closing date (postmarks will not suffice). Applicants may submit the resume along with the online application using the "Attach" feature, or via email or fax to the contact listed below. If your application and resume are not received by the closing date of this announcement, you will

not be considered for this position. If not applying online, application forms are available at the Dept. of Local Affairs employment website at <http://dola.colorado.gov/employment.html>.

As the first step in the selection process, applications will be reviewed to determine if you meet the minimum qualifications for the position and to determine the most qualified applicants for this position. Be sure your application specifically addresses all the requirements and preferences listed above.

Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based. The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application within two weeks of the closing date of the announcement. If you do not receive information regarding the status your application within this time, please contact (303) 864-7866.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Dept. of Local Affairs, Human Resources Office, 1313 Sherman St., Rm. 315, Denver, CO 80203, fax: 303-864-7879

DEPARTMENT CONTACT INFORMATION:

Susie Esparza, email: susie.esparza@state.co.us, phone: 303-864-7866

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #NAA-02452-05/18
DEPUTY DIRECTOR, DIVISION OF HOUSING
SE

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Deputy Director, Division of Housing Supplemental Questionnaire

- * 1. This position requires previous experience managing people, and experience managing programs or overseeing compliance with rules and regulations. Please describe your most significant that demonstrates your qualifications in the above. Include in your description the name of the organization and dates during which you gained this experience. Experience described must be supported by and consistent with Work Experience in application.

- * 2. A resume is required along with the employment application. You may submit the resume with the online application using the "Attach" feature. Please confirm that you have attached all required documents.
 Yes No

- * 3. Are you a current resident of the State of Colorado who can provide proof of Colorado

residency?

Yes No

* Required Question