**Job Title: Community Housing Program Director**

**FLSA: Exempt**

**Effective Date: May 2021**

**Salary Grade: 60 (Min $71,435, Mid $84,041, Max $96,647)**

# NATURE OF WORK:

Under light supervision of the Planning, Development and Housing Director, the Community Housing Program Director is responsible for administering compliant community housing initiatives, as well as, maintaining and sustaining community through the creation and support of community housing in Mountain Village. This position will lead the projects related to development of the Town’s long-range housing policies, housing plans and a wide range of housing programs to assure that Mountain Village achieves its adopted housing goals. The Community Housing Program Director administers functions of the Mountain Village Housing Authority as well as the Town of Mountain Village.

# DUTIES AND RESPONSIBILITIES:

# Manages, plans, and coordinates the Town of Mountain Village’s housing department which is responsible for the overall housing policy and housing programs for the Town.

# Serves as the face of residential housing for the Town of Mountain Village and stimulates its growth for a sustainable community.

# Directs and manages strategy to strengthen our community and its long-term success of Mountain Village as a leader in resort community housing policy and practice.

# Provides management and leadership to the housing department, including hiring, training, reviewing and directing staff.

# Proactively proposes, evaluates and executes residential and affordable housing successful strategies for implementation; projects will include both the creation of the housing policies and goals and identifying future needs, attracting investors, developers and homebuyers.

# Identifies, secures and negotiates land acquisitions on behalf of the Town Council.

# Prepares and successfully implements the housing departments annual work program through demonstrated and measurable action steps and ensures the work is completed in a timely, effective and fiscally responsible manner.

# Serves as a liaison for the Town with the local Housing Authority. Conducts meetings and coordinates efforts for public input.

# Manages all of the Town’s initiated public housing projects and programs. Ensures each project has sound construction design and practices, abides by municipal code, and has appropriate financing.

# Attends community meetings and seeks input from a diverse group of community, internal and regional stakeholders to create housing policies and programs to meet the needs of the community and its residents.

# Works to educate constituents, gather feedback on key issues, creating presentations for informational meetings as well as formal public hearings.

# Coordinates with SMRHA regarding any Town housing lottery or purchases and will administer the purchase and sale of residential real estate property in support of the Town’s housing strategic plan.

# Assists in the development of financial pro-formas detailing the suitability of projects for inclusion as affordable housing properties. Assists in regulatory and policy changes to support affordable housing projects and programs in Mountain Village. Analyzes joint venture proposals as needed. Assists in the preparation of financial analysis that may lead to ballot questions for consideration of the voters. Performs cost benefit analysis of identified sites/projects.

# Manages and provides professional counsel and recommendations on the utilization of fee in lieu payments collected by the Town of Mountain Village and other Town supported housing programs.

# Identifies and searches out financial resources and ongoing sources of funding the Town’s housing programs and housing projects.

# Works with the Town Attorney to write and review contracts for the purchase of real property, and function on behalf of the Town in the creation of joint funding and development agreements, memorandums of understanding, and other binding documentation necessary in the development of affordable housing.

# Ensures an accurate and complete database of deed restricted units within the Town is maintained as well as certifying compliance of these units. Will evaluate, make recommendations and propose amendments to existing deed restriction regulatory documents.

# Assist in the preparation and administration of the annual Department budget. Maintains enterprise budget and programs (i.e. Village Court Apartments)

# Administers the Town’s down payment assistance program.

# Ensures timely, accurate and responsive answers to questions directly from the public and internal customers.

# May act as project management of community housing projects, programs including and not limited to new construction or renovations, negotiating contracts and working within Town’s procurement procedures.

# Manages the current and long-term property improvements workplan for Town community housing projects.

# Assists with long range capital planning strategies as it relates to the community housing restricted fund; evaluating and developing appropriate fee structures for related administration and existing and new programs.

# Updates Mountain Village Housing Guidelines and make sure it comports with the Community Development code

# Helps to develop communication strategies for community housing in cooperation with the communications department

# Ability to fiscally analyze existing and new community housing projects and/or build the appropriate teams/consultants to do so.

* Coordinate activities to pursue federal and state CDBG, HOME, and Section 8 monies, and other public and private opportunities to expand and diversify the housing stock as called for in adopted plans, programs, and policies for the community.
* Operate the department in an environmentally suitable and sensitive manner to encourage a culture of responsible environmental stewardship; encourages proper use of energy conservation, waste reduction and recycling. Reinforces the Town’s commitment to the environment by responsible use of electricity, paper, water, and chemicals.
* Promotes and observes safe work methods and uses safety equipment; secures work sites as necessary; may attend safety committee meetings, actively participates in and may conduct tailgate trainings.
* Contributes to the efficiency and effectiveness of the department’s service to its customers by offering suggestions and directing or participating as an active member of the team.
* Develop ways to improve quality, efficiency, and effectiveness in the department and throughout the entire organization.
* Additional duties as assigned.

# MINIMUM QUALIFICATIONS:

Bachelor’s degree in public administration, housing/land use/urban regional planning, business administration or similar field andfour years government administration experience; or an equivalent combination of education, experience, and training.

# Licenses/Certification(s):

Valid Colorado Driver’s License is required. A Colorado real estate license is desirable, yet the employee shall not practice real estate while filling this role.

# KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

**Knowledge of:** Must have a proven track record of implementing successful community housing projects and programs. An ability to understand complex financial and public and private partnership projects that may include state or federal funding, tracking and reporting mechanism. A basic understanding of land use principals, policies and regulations is required. Associated skills working in a compliance, real estate, planning, financial, legal or government environment is encouraged. Principles and practices of community development; planning and zoning principles and processes; regulations governing departmental activities; the Town’s land use ordinance, design regulations, and building codes; building plan review processes; procedures for conducting building inspections; code enforcement principles; Maintain awareness of and ensure compliance with all federal, state, and local regulatory requirements for housing programs, community development and community programs; housing authority programs and documentation; processes for developing and administering budgets; supervisory principles, practices, and methods; Geographic Information Systems software applications; Municipal organization, operations, policies and procedures. Applies working knowledge of safety rules and procedures.

**Skill in:** Overseeing and directing planning & development operations; ensuring the health, safety, and welfare of residents and the protection of property values; developing and implementing departmental goals, policies, and procedures; analyzing Housing issues, evaluating alternatives, and making logical recommendations based on findings; presenting and defending housing information in a public speaking setting such as neighborhood meetings and public hearings; serving as Housing Authority Director and creating new public housing opportunities; developing and administering budgets; supervising, leading, and delegating tasks and authority. Assessing and prioritizing multiple tasks, projects and demands; communicate effectively in verbal and written forms; establish and maintain effective working relations with co-workers and representatives from other local, state and other agencies; maintain accurate records; understanding and applying statutory standards and procedures, and applicable Federal rules and regulations; interpreting technical instructions and analyzing complex variables.

**Environmental Factors:**

Work is performed in a standard office environment using standard office equipment. Position involves competing demands, performing multiple tasks at once, and working to meet deadlines.

**Physical Factors:**

While performing the duties of this job, the employee is frequently required to sit in an office and/or travel to meetings or sites as needed. Work is performed in an office environment with moderate noise levels and can be performed outside with various weather conditions. Physical effort and activities include: occasionally operating a personal or Town-owned vehicle to drive to and from meetings and business locations; ability to talk, hear and listen, use of hands/fingers to type and handle, feel or manipulate objects constantly; frequent sitting; occasional standing, walking, and reaching with hands and arms; visual acuity to focus on details at a close distance, and make general observations and inspections; frequent handling of objects weighing up to 10 pounds, and up to 25 pounds occasionally.

**Expectations of All Employees:**

To support consistent high quality guest service to everyone in our community, including our co-workers, making Mountain Village a great place to live, work and visit.

Reviewed By: Date:

Print Employee Name

Employee Signature Date: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_