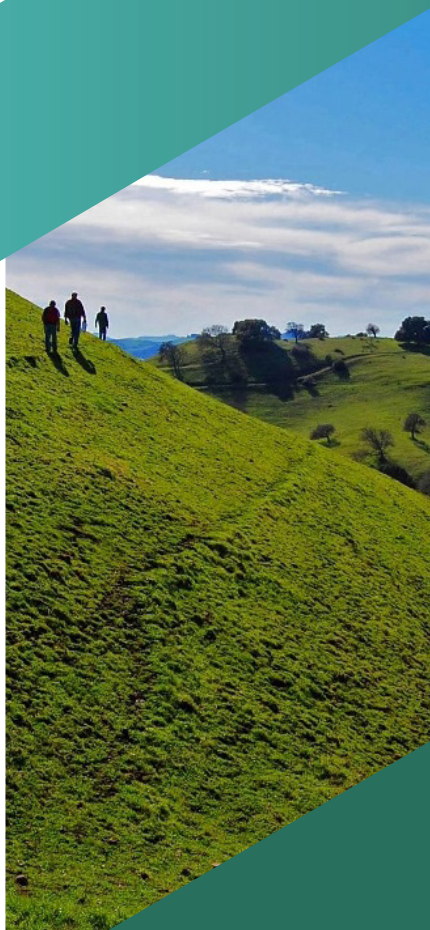


HEART OF SOLANO COUNTY



*City of Fairfield*  
Director of Housing Services



## THE CITY AND COMMUNITY OF FAIRFIELD

Fairfield, the heart of Solano County, is a growing community located halfway between San Francisco and Sacramento and close to Napa and Sonoma. It is bordered by farms and vineyards. Fairfield is a great family community with 115,000 residents. It is home to many businesses including, Jelly Belly, Anheuser-Busch, Just Desserts, a 1.0M sq. ft. regional shopping center, a large auto center, and Travis Air Force Base. The City's well-developed infrastructure and business-friendly attitude provide the foundation for strong growth and an enhanced quality of life.

In Fairfield, festivals and community activities are abundant year-round. Downtown Fairfield plays host to a variety of events and festivals including parades, craft fairs, the Certified Farmers Market, the Tomato Festival, the Candy Festival, and the Holiday Night of Lights. The intimate 380-seat Downtown Theatre hosts a broad range of entertainment from comedy to musicals and concerts to high drama. The City also sponsors a variety of sports and entertainment activities for the young and young at heart. Preschool, art, crafts, dance, music, and nature study programs are offered at the City's modern and well-equipped Community Center. A network of parks with jogging and bike paths, and 2 championship golf courses within and around the City offer ample opportunities for hiking, picnics, golfing and other outdoor activities.

Fairfield is an ethnically diverse community (US Census Bureau data from 2010 indicates that of the total population, 16% is Black, 15% is Asian, 27% is Hispanic, 35% is white and 7% is other/mixed). Natural amenities include the nearby Vaca Mountains, the fertile agricultural area of the Suisun Valley, the Suisun Marsh (the nation's largest freshwater marsh) and the Sacramento River Delta. The Napa and Sonoma wineries are an hour to the west, and Lake Tahoe two hours to the east. The City enjoys a temperate climate, and cooling sea breezes mitigate summertime heat.

## CITY GOVERNANCE STRUCTURE

The City is a general law city and was incorporated in 1903. It has a Council-Manager form of government with a separately elected Mayor and six Council members elected at large to staggered four-year terms. The City Council appoints the City Manager and the City Attorney. The City Clerk and City Treasurer are separately elected. Department heads are appointed by the City Manager. The City is organized into eight departments: Public Works, Police, Fire, Finance, Human Resources, Community Development, Housing Services, and Parks and Recreation. In addition, city administration comprises the executive, legislative, legal, technology offices.

## THE HOUSING SERVICES DEPARTMENT

The Housing Services Department is a recently established Department created out of the need to have all of the critical housing functions housed under one department to advance the mayor and council priorities around building affordable housing. Formation of the department included adding positions to enhance the City's service delivery to the public and stakeholders of Fairfield. Having centralized housing services will not only improve effectiveness, but also put the City in the best position possible to access funding to help address the housing crisis.

The newly established Housing Services Department has an annual operating budget of \$2 million for FY 2019-2020 and has a dedicated and committed staff of 12 full-time equivalent employees.



The department consists of 3 divisions/units: Grant Funded Programs, Housing Production and the Housing Authority. These units deliver the City's housing and community development programs and services.

#### **Grant Funded Programs**

- Administers first time homebuyer and housing rehabilitation.
- Conducts citizen outreach and engagement for the programs.
- Community Development Block Grant (CDBG)/HOME/CalHome.
- Provides foreclosure assistance.
- Monitors affordable housing properties.

#### **Housing Production**

- Develops programs to meet affordability and new unit production.
- Fulfills redevelopment agency (RDA) successor agency responsibilities.
- Provides fee credit coordination for new affordable housing developments.
- Accesses new housing development funding sources.

#### **Housing Authority**

- Provides community referrals, fair housing services, project based vouchers and tenant based rental assistance.
- Implements the voluntary compliance with HUD.
- Administers the Section 8 Housing Choice Voucher Program (HCV)

## **THE DIRECTOR OF HOUSING SERVICES**

The Director of Housing Services is an at will executive leadership position and a key member of the City's leadership team. Reporting to the Assistant City Manager (Community and Economic Development), the Director is the City's housing official with the primary responsibility for the financial management and the effective operation of the housing department and its programs and services. The focus includes affordable housing real estate and development; promoting and preserving homeownership; rent stabilization; and housing assistance. The Director is the City's subject matter expert and technical advisor to the City Manager and City Council on all housing matters. In this role, the Director develops specific policy proposals to address current issues; oversees drafts of resolutions and ordinances for action by the City Council and other strategic initiatives that facilitate the delivery of the City's housing initiatives.

The Department oversees the Housing Authority, and manages the CDBG Program and periodic grants from HOME and CalHOME programs. The Director leads the facilitation of the City's voluntary HUD compliance agreement. Moreover, the Director ensures the City's compliance with all related federal and state regulations for active and closed grants; oversees the preparation and responses to all reporting requirements; and proactively analyzes pertinent statutes, regulations, ordinances, and policies in terms of impact on department programs and services.

The Director appears before the City Council, Council Committees, Housing Authority, City Planning Commission, public agencies, community groups, officials from other jurisdictions, and other organizations regarding the City's housing and neighborhood development needs, goals and policies. The Director is expected to be visible and maintain successful working relationships with all City stakeholders.

One of the first priorities for the new Director will be to create a unified mission, vision and strategic plan for housing in Fairfield. In doing so, the Director must collaboratively develop and implement an action plan that carefully aligns all the work of the housing functions and leads to the accomplishment of the Mayor's and Council's housing goals and prioritizes creating affordable housing citywide. To realize the desired outcomes, it is imperative that the Director is highly collaborative and a team player who can work closely with the City Manager, other city departments and external agencies in developing a comprehensive and integrated approach for housing production and housing policy development.

The new Director will be charged with addressing the following key priorities quickly:

#### **Top Priorities:**

- Conduct an assessment of the department's existing housing administrative policies and procedures, organizational structure, performance management, operations, and systems; current housing and neighborhood development program effectiveness; identify capacity gaps and opportunities; and recommend an operational infrastructure that maximizes staff's skills and abilities, enhances fiscal reliability, and establishes expectations, protocols and performance standards to ensure federal funding compliance and accomplishes the departments goals and objectives.
- Create a collaborative, communicative and cohesive work culture that ensures housing team members receive regular information and are held accountable for producing positive departmental outcomes. In partnership with other departments establish a department and city-wide housing communication model that is transparent and responsive to the needs of all internal and external stakeholders.
- Develop strong working relationships with department partners to manage and ensure coordinated and seamless project delivery on the current affordable housing projects. Assess and, take inventory of the affordable housing project pipeline; create a strategy and system for project selection that prioritizes funding for the creation of affordable housing.

#### **IDEAL CANDIDATE**

The ideal candidate for the Director of Housing Services will be a visionary, collaborative and administrative leader with technical expertise in housing finance and development with a strong track record of increasing affordable housing. The



Director must possess outstanding people management skills and demonstrated experience managing organization and system change in a manner that builds leadership trust and promotes teamwork. The successful candidate will be politically astute, but apolitical, possess multicultural competency and experience working effectively with diverse stakeholders in highly political environments. The selected candidate will possess excellent oral and written communication skills and be quick to understand how to enhance the department's role within the city.

The ideal candidate will be a credible leader who proactively stays in tune and prepares for the rapidly changing regulatory and housing finance environments that requires enhancing organizational efficiencies; implementing creative housing production strategies; and promoting progressive housing policy development.

The new Director will have a background in public sector housing and community development at the management level and/or in a non-profit housing development senior leadership role. They should enjoy working in a complex and diverse urban environment, while bringing a demonstrated track record and commitment to equity and inclusion.

### The candidate will have:

- Demonstrated knowledge and experience with housing and commercial development, affordable housing programs, real estate finance, complex financing sources including oversight of HUD Programs;
- Knowledge of Federal, State and municipal laws and regulations that govern housing and community development projects and programs, including HUD regulations as well as best practices and techniques for housing production and construction;
- Organizational and fiscal management skills and be noted for transparency, clarity and aligning resources to outcomes;
- A connection to and a participant in regional, state, and federal housing policy initiatives.
- Experience working in partnership with developers, affordable housing activists, community planning groups, neighborhood associations, neighborhood development corporations and other community-based organizations and the public in seeking input on housing development and landlord tenant relations matters;
- Proven ability to convene, collaborate, and galvanize stakeholders to work together including a track record of authentic community engagement and participatory processes;
- Adept at implementing and achieving solutions that are grounded in data performance metrics and measurable outcomes;
- Sensitivity to the interests and emerging needs of diverse stakeholder groups, strategic partners, elected

officials, administrative staff and colleagues, with the ability to manage expectations;

- A leadership style that is decisive yet flexible and authentic; an effective risk taker with proven negotiation and consensus building skills;
- A set of values characterized by humility, innovation, compassion, collaboration, service excellence, and responsive leadership; and
- A track record of promoting an equitable workplace environment that demonstrates respect for a multicultural community.

## EDUCATION AND EXPERIENCE

*The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.*

### Experience:

Seven (7) years of increasingly responsible experience in housing administration, housing development, neighborhood development or a related field are required; the above experience must include four years of administrative and management responsibility.

Experience in a public sector agency is highly desirable.

### Education:

A Bachelor's degree from an accredited college or university with major course work in city planning, economics, business, public administration or a related field is required.

## COMPENSATION & BENEFITS

The salary for this position is \$162,240 - \$210,912 depending on experience and qualifications.

The City of Fairfield offers an attractive benefits package that includes participation in CalPERS (California Public Employees' Retirement Systems) with a pension formula of 2.5% @ 55 (for Classic PERS members) and 2% @ 62 for new PERS members.

## APPLICATION PROCESS

To be considered, please submit your resume and cover letter outlining the background and experience that makes you the ideal candidate electronically to [dir.housing@thehawkinscompany.com](mailto:dir.housing@thehawkinscompany.com) by **March 20, 2020**. Resumes received by **March 20, 2020** will receive first consideration. The position is open until filled.



### THE HAWKINS COMPANY

8939 S. Sepulveda Blvd., #110-216

Los Angeles, CA 90045

[www.thehawkinscompany.com](http://www.thehawkinscompany.com)

For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, [brett@thehawkinscompany.com](mailto:brett@thehawkinscompany.com) or Mr. Bill Hawkins at 213-308-0945, [bill@thehawkinscompany.com](mailto:bill@thehawkinscompany.com).

The City of Fairfield is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the base of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status.