



CITY OF OAKLAND

**HOUSING AND COMMUNITY  
DEVELOPMENT**

**DEPUTY DIRECTOR FOR  
COMMUNITY DEVELOPMENT**

**EXECUTIVE RECRUITMENT**

**Conducted by:**



**THE HAWKINS  
COMPANY**

# **CITY OF OAKLAND**

## **HOUSING AND COMMUNITY DEVELOPMENT DEPUTY DIRECTOR**

### **An Impactful LEADERSHIP OPPORTUNITY in the CITY OF OAKLAND**

The Department of Housing and Community Development is dedicated to improving Oakland's neighborhoods and to making sure all Oaklanders have safe and affordable housing.

The City of Oakland's Department of Housing and Community Development Deputy Director position is an ideal opportunity for a creative self-initiator, visionary leader, systems thinker with a strong business orientation and the ability to implement effective operational systems and workflows. This inaugural position is exciting for one who has developed strategies and is looking to identify new strategies that prove to be successful and effective. This position is for an external facing leader who is passionate about engaging the community to lead and manage programs that work to eliminate homelessness and addressing the needs of Oakland's most vulnerable residents and have a direct impact on the community of Oakland. The City is looking for a Community Development Deputy Director who will manage and direct the various activities of the Community Development Division. The deputy director must have a track record of highly effective, innovative and professional program administration with experience and knowledge of complex funding structure and the US Department of Housing and Urban Development (HUD) compliance requirements to manage the housing and community development programs.

### **THE CITY AND COMMUNITY OF OAKLAND**

The City of Oakland is a dynamic city located between the San Francisco Bay and the California coastal mountains. Just north of Silicon Valley, Oakland is a thriving and vibrant community of more than 440,000 people with a lively urban-suburban mix that includes a dense downtown, a range of residential neighborhoods, a large stock of historic homes and buildings, two lakes, and the Oakland waterfront. The City has a rich history and expanding local economy. It also has one of the nation's most diverse cultures, including residents speaking nearly 125 different languages and dialects. Oakland has 50 distinct and eclectic neighborhoods, 17 commercial districts, an increasingly vibrant downtown, a strong economic base, world-class arts and entertainment venues, superior cultural and recreational amenities, and a rich multicultural heritage. The city serves as the administrative seat of Alameda County and the center of commerce and international trade for Northern California.

Oakland is one of the most diverse and ethnically integrated urban cities in the nation, with major representation from Hispanic and Latino, Asian, African-American, and Caucasian residents speaking over 125 languages and dialects. The city is also home to the third-largest LGBT community among the 50 largest U.S. cities. The city's rich diversity is celebrated and shared through annual festivals including the Black Cowboy's Parade, Fruitvale's Dia de los Muertos, Oakland Chinatown StreetFest, Oakland Pride, and Art & Soul. Oaklanders love their city!

Oakland has emerged as a major economic force in the region. As a center for international trade, the Port of Oakland is the nation's fifth busiest container port. The Oakland International Airport is served by 12 major domestic and international airlines. Oakland is home to several corporate headquarters including Clorox, Kaiser Permanente, Pandora, Sungevity, and Dreyer's Grand Ice

Cream, and Revolution Foods. High quality educational opportunities abound as six major universities, including U.C. Berkeley, are within a 40-mile radius.

## **OAKLAND HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

*The Housing and Community Development Department builds strong communities by enriching the quality of life for individuals and families in Oakland.* The Housing and Community Development Department enriches the quality of life for Oakland residents in a variety of ways.

The Housing and Community Development Department is a team of over 70 individuals committed to this mission through an annual \$80 million budget supporting a broad range of community programs from Emergency Rental Assistance to the Rent Adjustment Program. For more information regarding the Housing and Community Development Department, visit: [City of Oakland | Housing & Community Development \(oaklandca.gov\)](http://CityofOakland.org/Housing&CommunityDevelopment)

### **COMMUNITY DEVELOPMENT DIVISION**

The Community Development Division is committed to ensuring all families and individuals have equitable access to housing and housing support services. In close partnership with other public and nonprofit agencies, Community Development provides vital safety net services to Oakland's unhoused adults, youth, and families. Community Development supports a full continuum of homelessness services through its administration of the City's Community Development Block Grant (CDBG) federal grant. The unit is also responsible for managing grantees, managing outreach to Oakland residents around fair chance housing, code compliance and relocation and other issues related to resident protection.

### **THE POSITION**

The Community Development Deputy Director reports to the Director of Housing and Community Development and will have extensive interaction and a high level of visibility with the Mayor, Council and numerous community leaders while aggressively pursuing City goals related to housing. The Deputy Director will lead a team consisting of three (3) direct reports and approximately (70) FTE's and be responsible for the direction, management, and implementation of a wide variety of housing, anti-displacement and renter protection programs. The Deputy Director will ensure compliance with all relevant statutes, regulations, and formal guidelines. The position oversees a division budget of fee-driven, annual allocation and one-time grant funds. This is a pivotal moment to address the impact of displacement through intentional community development initiatives. As one of the City's three housing subject matter experts, the Deputy Director will have solid technical expertise in the areas of affordable housing and community development programs and be charged with addressing the following key priorities:

1. Implement the department's Strategic Action Plan. Conduct an overall assessment of current community development efforts and develop an alignment plan. In partnership with division staff, begin the process of defining clear roles and programs using innovation, data and information management, driven solutions to aggressively address the community in Oakland. Track and measure the success of programs.
2. Serve as a strategic thought partner to the Director and be a key member of the executive leadership team. Provide clear policy direction to managers and support staff.

3. As a Housing executive external facing leader, lead and oversee representatives supporting community events and coordinated activities, in a systemic manner, that fosters authentic attention to the crisis, heightens awareness and resolve, gains new supporters, and increases visibility of the work being done in Oakland.
4. Manage the City's emergency rental assistance efforts, ensure federal deadlines and goals are met; hold the unit accountable, identify gaps, develop and transform the unit. Provide strategic direction to key staff and consultants.
5. Support and oversee the Rent Adjustment program and staff.
6. Work with City and County housing partners to support the development of permanent supportive and deeply affordable housing initiatives and programs.

#### **RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

- Develop and direct the implementation of short-term and long-term goals, objectives, policies, procedures and work standards for the division to meet the needs of the affected population; coordinate the work of the division with partnering agencies, consultants and vendors.
- Direct, manage, and implement a variety of housing programs related to individuals, seniors, youth and families who are suffering from homelessness or in jeopardy of becoming unhoused.
- Ensure quality service delivery, compliance with federal state and local regulations, and thorough recordkeeping for program monitoring and evaluation purposes.
- Demonstrate superior communication skills in both written and verbal platforms, conveying program success and needs; particularly displaying excellent leadership communicating with all stakeholders including staff, homelessness and housing colleagues, consultants, community partners, and governance teams.
- Direct and prepare a variety of studies and reports; develop specific proposals; assist in the preparation of specifications for grants; develop and manage Requests for Proposals processes; and direct evaluations.
- Assist in the development of the operating department budget; review and approve financial reports, contracts and budget change requests; manage and administer contracts; assist with the identification and procurement of grants and other funding.
- Direct the selection, supervision, and evaluation of assigned staff; plan and implement staff training and professional development activities to enhance program effectiveness

and high performance.

- Develop an efficient system to respond verbally or in writing to questions, inquiries and complaints from citizens; make decisions regarding program eligibility; provide technical assistance to and collaborate with nonprofit and for-profit organizations who work with client program recipients.

## **IDEAL CANDIDATE**

The ideal candidate will possess:

- Experience as a program administrator with strong business, staff management and problem-solving skills, and a track record of creating a culture of collaboration, data-driven performance, service excellence and accountability;
- Creative, visionary and system thinking around current community development, planning and affordable housing with the ability to take programs to the next level of implementation with the City of Oakland, county and regional partners;
- Strong budget management background and knowledge of blended funding streams; a thorough understanding of the complex regulatory environment of various federal and state homelessness, housing and hunger programs including familiarity with HUD funding;
- Passion for working through a racial and cultural equity lens and experience working within a diverse community, developing, cultivating and enhancing partnerships and community engagement; skills in crisis management, and working comprehensively, collaboratively and resourcefully to address issues effectively;
- Ability to manage people with varying personalities and skill. Excellent interpersonal skills; leads with integrity; relationship builder who collaborates, cultivates and engages with staff, program/community partners, and the community at large;
- Excellent communication and presentation skills; ability to communicate effectively, both oral and written formats, and to diverse audiences;
- Attentive to issues in a proactive manner; manages change; manages and understands team culture; displays sound judgment; and is transparent and inclusive decision-maker;
- Experience working in a civil service system and managing represented employees; and
- Understanding of community development, urban planning affordable housing systems.

## **EDUCATION & EXPERIENCE**

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

Education: Bachelor's degree from an accredited college or university with major course work in urban or city planning, community development, transportation, real estate, public or business administration, human services, education, health services, sociology, psychology or closely related field. A Master's degree in a related field is highly desirable.

Experience: Eight (8) years of experience in housing and/or development, five (5) years of which must be in a responsible supervisory or managerial experience in human services program administration.

## **APPLICATION PROCESS**

To be considered, please submit your resume and cover letter which highlights relevant experience; key accomplishments; and interest in the position. Submit information, electronically to [oak.ddhcd@thehawkinscompany.com](mailto:oak.ddhcd@thehawkinscompany.com). by **December 24, 2021**. Resumes received by **December 24, 2021** will receive first consideration. The position is open until filled.

All materials will be reviewed and evaluated by The Hawkins Company. The most qualified individual will be invited to participate in the Department's selection process.

The Hawkins Company  
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For additional information or questions, please contact Yonnine Hawkins Garr at 323-252-1655 [yonnine@thehawkinscompany.com](mailto:yonnine@thehawkinscompany.com), or Ms. Tisa Jones at 213-309-7984 [tisa@thehawkindcompany.com](mailto:tisa@thehawkindcompany.com) or Adrienne Montgomery at 310-995-3884 [adrienne@thehawkinscompany.com](mailto:adrienne@thehawkinscompany.com)

*The City of Oakland 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.*