



Housing Services Administrator

Where people come by choice, not by chance

THE COMMUNITY

Glendale is a city with a diverse, dynamic and distinctive southwestern history which is treasured not only by its residents and community members, but also by the visitors who come to experience the community's offerings. With an estimated population of nearly 250,000, Glendale is the 6th largest city in the state of Arizona and is located in Maricopa County, about nine miles northwest of Phoenix, near Sky Harbor International Airport, Phoenix International Raceway, and high-end resorts and spas.

With tree-lined streets and beautiful landscaping, residents from all backgrounds and cultures call this city home. Older neighborhoods in the "Heart of Glendale" are well preserved and newer subdivisions in the west and north part of town offer their own amenities as well. Glendale is a big city with the heart of a small town that enjoys 300 days of sunshine each year with an average annual temperature high of 85 degrees and a low of 67 degrees.

One of Glendale's most notable distinctions is being a national sports and entertainment mecca, with a full line-up of professional football, hockey, spring training baseball, auto racing, and NCAA regional basketball tournaments and bowl games. Venues in the city have hosted the Fiesta Bowl, Super Bowl, College Football Playoff Championship, NCAA Men's Final Four, and chart-topping recording artists. Glendale has two municipal golf courses and many more private courses, including Topgolf Glendale.



THE ORGANIZATION

The City of Glendale strives to be an employer of choice and the guiding values that are embedded in the organization are: *Community, Integrity, Excellence, Innovation, and Learning*. Throughout the organization there is a high level of integrity, ethics, transparency, and honesty which guides all communications, interactions, and decision-making. The city's approach to excellence begins with a positive attitude towards delivering high quality services to the diverse community at an affordable cost, with demonstrated value, and in an expeditious manner. The organization constantly examines how it can improve and welcomes creative ideas and new thinking. Efficiency, technology, and agility are valued.



All of the people who live, work, do business in, and visit Glendale are important and as such, feedback through community engagement is constantly sought after to assess the varying needs of the community. The ability to develop and deliver the highest quality services and to achieve operational excellence for our stakeholders is dependent upon having a highly trained and developed workforce and elected representation. The city is committed to developing skills, cultivating leaders, and creating lifelong learners.

The City of Glendale's Community Housing Division is a part of the Community Services Department. It is responsible for addressing the rental housing needs of Glendale residents who cannot afford housing in the private market. Rated as a high performer by the U.S. Department of Housing and Urban Development (HUD), the division administers the federally funded Section 8 Housing Choice Voucher program and Conventional Public Housing programs, and strives to provide eligible residents with secure, safe, decent, sanitary, and

affordable housing. This high performing department is responsible for three public housing areas that are up-to-date in standards and modernization.



MISSION STATEMENT

We improve the lives of the people we serve every day



THE POSITION & IDEAL CANDIDATE

This position plans, organizes, and administrates the programs and related activities of the Community Housing Division including the Section 8 Home Ownership Program, capital improvement programs, and the maintenance of city-owned public housing properties. A background in public housing strategy, policy, programs, and homeless issues is a must. Familiarity with HUD policies at the national level is important to plan for future needs and growth, and prior experience with community revitalization is desirable.

The new Housing Services Administrator will also be involved with reviewing and updating the division's HUD-required agency plan each year. The plan is a comprehensive guide of policies and develops annual goals and strategies for meeting local housing needs, as well as assisting participants in becoming self-sustaining.

The Housing Services Administrator shall be a collaborative, respectful, trusting and engaging leader that has a strong commitment to the Glendale community. The individual should have a vision for ensuring that residents have access to quality, livable, and maintained affordable housing options.



CORE COMPETENCIES

- **Community Engagement:** Acts as a liaison to advisory committees and the local housing authority office, providing technical and professional expertise. Serves on intergovernmental task forces. Works with citizens, tenants, landlords, and staff to resolve complaints and problems, providing timely resolution.
- **Business Acumen:** Administers and authorizes expenditures for all federally funded projects including the formal draw from the national computerized financial system. Develops, prepares, and monitors federal budget requests and expenditures. Oversees the preparation of finance documents for both internal and external auditors. Oversees an extensive accounting section and administers contracts with external financial contractors. Develops and administers new grant funding.
- **Political Awareness:** Researches and prepares Council communications and correspondence to federal and state agencies.
- **Research Capability:** Conducts research on national housing programs, works with city departments and other agencies to deliver self-sufficiency programs, and shares resources concerning programs.
- **Results Oriented:** Oversees the development of comprehensive evaluation reports, and strategic long-range agency plans and capital improvements projects.
- **Regulatory & Compliance Expertise:** Interprets, administers, and monitors federal regulations and overlay statutes related to the Conventional Housing Program and the Housing Choice Voucher Program. Approves and monitors the administration of leases and contracts to ensure compliance with HUD regulations.
- **Futuristic Thinking:** Seeks ways of enhancing existing and identifying new programs, policies, and procedures within the Housing Services Division.



EDUCATION & EXPERIENCE

The new Housing Services Administrator shall have a Bachelor's degree in Accounting, Business, Public Administration or a related field. Five years of experience involving federally assisted housing programs and grant administration including two years of supervisory experience is required. A Public Housing Manager certification is preferred and a bilingual candidate is a plus!

COMPENSATION & BENEFITS

The salary range for this position is **\$73,056.00 - \$109,584.00**. Actual salary will be dependent on the qualifications and experience of the successful candidate. The city offers comprehensive benefits that include:

- **Time-off:** 11.5 holidays annually, vacation leave, and medical leave.
- **Health Coverage:** Medical insurance (choice of three plans), dental insurance (choice of two plans), and flexible reimbursement accounts.
- **Retirement and Income Protection:** Arizona State Retirement System, voluntary 457 deferred compensation plan, long and short-term disability insurance, and paid life insurance equivalent to annual salary.



APPLICATION & SELECTION PROCESS

The initial review of resumes will occur on **Friday, April 12, 2019**. To be considered for this opportunity, please submit a cover letter, a resume, and a list of six professional references (who will **not** be contacted early on) via: <https://secure.cpshr.us/escandidate/JobDetail?ID=443>



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be invited to participate in an interview with the consultant. Subsequently, the most qualified candidates will be invited to participate in a selection process with the city. An appointment is expected following the completion of in-depth reference and background checks to be coordinated with the successful candidate.



The City of Glendale is an equal opportunity employer and values diversity at all levels of its workforce. To learn more about the City of Glendale, please visit: <https://www.glendaleaz.com>