



Director of Housing & Community Development

– Our Mission –

Deliver Exceptional Service to the People of Tucson

– Our Major Guiding Principle –

“One City, One Team” (Tucson Empowers and Motivates)

A UNIQUE OPPORTUNITY

The City of Tucson is seeking a strategic partner who embraces and advocates for the City of Tucson's vision, the communities we serve, and embodies and inspires our continued commitment to deliver exceptional service to the people of Tucson. If you are a professional who embraces an organizational culture of innovation and continuous improvement, we hope you will consider this outstanding career opportunity to join the executive team of our progressive southwestern city.

The ideal candidate will be a key executive developer of, and contributor to, innovative strategic solutions in support of a variety of federally and locally funded programs. The candidate must possess a thorough and substantive, experience-based understanding of the principles and priorities of public sector administration and management, and have an extensive understanding of federal, state, and local regulations related to grants management.

If you are willing to commit in heart and mind to the City of Tucson's mission and vision to be the destination for sustainable living, growth and opportunities and can energize, engage and inspire others, please consider this unique opportunity.

THE COMMUNITY

With a culturally diverse population of 528,000, the City of Tucson is Arizona's second largest city located approximately 100 miles south of Phoenix and 60 miles from the Mexico border. Tucson's metropolitan area exceeds one million people. Surrounded by four majestic mountain ranges and nestled in the heart of the lush Sonoran Desert valley, Tucson offers residents and visitors the climate, opportunities, amenities, and attractions allowing them to experience an unparalleled quality of life.

With sunny days nearly all year, Tucson is the ideal location for the outdoor enthusiast. The Sonoran Desert and the surrounding mountain ranges offer hiking, biking, horseback riding, bird watching, rock climbing, spelunking, hot-air ballooning, camping, championship golfing, skiing, and countless other recreational opportunities in breathtaking scenery. The region is a bicycle enthusiast's paradise and has been designated a *Gold Level Bicycle Friendly Community* by the League of American Bicyclists. Nationally known regional attractions include the Arizona Sonoran Desert Museum, Mt. Lemmon, Saguaro National Monument East and West, and the Kitt Peak National Observatory.

Tucson supports an outstanding variety of cultural activities reflecting the community's rich heritage. Museums and galleries, theater and dance companies, classical and contemporary musical events and festivals are plentiful within this natural desert environment. Recognized as one of the MegaTrend cities of the 21st Century, Tucson is renowned as an emerging center for biotechnology, solar, optics, and logistics. More than 1,200 high-tech businesses including companies like Raytheon, BE Aerospace, Solon, and Universal Avionics employ over 50,000 citizens from the community and region. Tucson is home to Davis Monthan Air Force Base and the University of Arizona, ranked among the top 58 public universities by US News & World Report.

Federal, State, and local governments are significant components of the local economy. Manufacturing employment in Tucson has more than doubled in the past decade. Caterpillar Inc. recently chose Tucson as the new location for its surface mining and technology offices bringing 600 projected new Arizona jobs to Southern Arizona over five years, with employees in executive management, engineering, product development, and support positions with a projected economic impact of approximately \$600 million.

The area is served by 14 different hospitals and is a recognized regional medical hub. The metropolitan Tucson area offers four regional shopping malls, numerous high quality hotel facilities and five destination resorts. Cultural diversity, affordable housing, favorable business climate and excellent educational opportunities make Tucson the ideal location to live, work and recreate.

You may enjoy learning more about our beautiful community by watching the following video: "Tucson – What Makes a Place Great" <http://www.youtube.com/watch?v=zRkVIPdatPI&feature=youtu.be>

TUCSON DEMOGRAPHICS

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|---------------------------------------|----------|
| Household Median Income | \$39,617 |
| Median Rent | \$807 |
| Families living in poverty | 17.7% |
| Individuals living in poverty | 24.1% |
| Unemployment Rate | 9.4% |
| Spanish Language Spoken at Home..... | 28.4% |
| Hispanic or Latino (of any race)..... | 42.9% |

CITY OF TUCSON GOVERNMENT

The City of Tucson has a Council-Manager form of government. The legislative body is comprised of the Mayor and six Council members who each represent a ward while the Mayor is elected by voters independently of Council. The legislative body establishes the policies for the City. The City Manager is appointed by Mayor and Council and functions as the Chief Executive Officer, carrying out these policies and managing the municipal organization. Plan Tucson, the City of Tucson General & Sustainability Plan, includes Housing as a key City priority and the document identifies 11 key policies to help guide Housing decisions.

The City Manager oversees a City staff of approximately 4,500 with a total Fiscal Year 2019 Operating and Capital Budget of \$1.5 billion of which the General Fund budget comprises \$497.6 million. The Housing and Community Development Department's approved Fiscal Year 2019 budget is \$91 million, comprised of \$83 million in funding from the Community Development Block Grant (CDBG), HOME Investment Partnerships, Section 8 and Public Housing AMP funds, as well as non-public housing assistance and other federal grants, \$5.6 million for Capital improvements and \$2.4 million in General Fund.

THE HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

HCD Mission Statement

"Providing opportunities that empower people and strengthen our community."

Tucson – A Home for Everyone





The Housing & Community Development Department (HCD) plans, funds and operates programs which assist Tucsonans, and families throughout Pima County, to improve their housing options, their neighborhoods and their lives. HCD is responsible for administering the U.S. Department of Housing and Urban Development (HUD) programs for which the City of Tucson is the grantee as well as City funded human services. The Department oversees the Public Housing Authority for the City of Tucson and Pima County that administers several HUD programs; the assets owned, operated and maintained by the City of Tucson's Public Housing Program and the Housing Choice Voucher Program serving Tucson and Pima County, moderate rehabilitation project based program, mainstream program for persons with disabilities, Veterans Affairs supportive housing program, and housing opportunities for people with AIDS.

The Department also administers HUD entitlement grant programs including the Community Development Block Grant Program (CDBG), Home Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) as well as the City's Human Services Program that funds services delivered by local not for profit agencies. The Department leverages these resources to support development of affordable rental housing, homeownership and repair programs, homeless services and environmental reviews for its programs.

The Director's office provides overall leadership, policy implementation and accountability in accordance with Federal regulations as well as policies and procedures established by the Mayor, Council and City Manager.

This is an exciting time for the Housing and Community Development Department as it is currently engaged in transformative organizational change, new projects and programs. With the City of Tucson being awarded a HUD Choice Neighborhoods Planning Action grant in 2018, the Director will have an opportunity to provide leadership, creative partnerships and significant change in the Oracle Road area and the Tucson House property. The Choice Neighborhood grant leverages significant public and private dollars to support locally driven strategies that address struggling neighborhoods with distressed public or HUD-assisted housing through a comprehensive approach to neighborhood transformation.

In March 2019, the Housing and Community Development Department was elected to serve as the Collaborative Applicant/Lead Agency for the HUD Continuum of Care (CoC) Program in Pima County. HUD awards approximately \$8.6 million in CoC funds to support local system coordination and 30+ transitional and permanent housing projects in and around Tucson in addition to the HUD (ESG) and other homeless assistance funds. As the lead for the CoC, HCD will work in conjunction with dozens of community and faith based organizations, government entities, businesses and other community stakeholders to prevent and end homelessness in Pima County.

The Department's 150 employees oversee the operations and maintenance of approximately 1,505 public housing units, 4,775 housing choice vouchers in the City of Tucson and 877 housing choice vouchers for Pima County.

For additional Housing & Community Development departmental information, please see the Tucson HCD website: <https://www.tucsonaz.gov/housing-and-community-development>

DIRECTOR OF HOUSING & COMMUNITY DEVELOPMENT

The Director of Housing & Community Development reports to an Assistant City Manager and is responsible for managing, planning, organizing and coordinating all programs, functions and activities of the Housing & Community Development Department. This position provides leadership on an organization-wide and community basis to ensure that public services are provided in alignment with the City's strategic objectives. Essential responsibilities and skills for the Director of Housing and Community Development include:

- Providing strong leadership that will inspire achievement and earn the confidence of Department personnel, the Mayor and Council, City Manager, outside agencies, and the community;
- Articulating a vision and leading the development of the Five-Year Consolidated Plan and other departmental planning efforts, and actively participating on a City Task Force charged with developing strategies to mitigate the impacts of gentrification and displacement;
- Establishing collaborative working relationships and partnerships with non-profit and community groups, neighborhoods, business leaders, Pima County, and others working on affordable housing and critical supportive services;
- Effectively manage the Department's financial resources and allocate available funding to the meet the highest priority needs identified through collaborative planning efforts;
- Communicating with employees at all levels to provide excellent customer service, direct hiring, professional development, performance evaluation, training, and coordinating other human resources related actions.

IDEAL CANDIDATE

The ideal candidate is experienced and knowledgeable about housing and community issues, but also is an effective communicator, trusted partner and approachable leader. Strong candidates will be visionaries dedicated to providing affordable housing opportunities in a rapidly changing regulatory environment requiring implementation of best practices, technology that enhances efficiency, innovative strategies, progressive polices, consistent quality control mechanisms, as well as clear



implementation of policies and procedures. Candidates should possess senior management expertise with a successful record of achievement in leading housing and community development programs, oversight of operating and capital budgets, and a sound approach and sensitivity to the emerging needs of both the department and the community. The Director will ideally possess medium to large agency leadership and management experience including oversight of Federal HUD programs, be an active participant in professional housing and community development organizations and have an existing network of colleagues.

Successful candidates will be effective collaborators who are able to establish sound working relationships with HCD's numerous stakeholders. Internal stakeholders include the Mayor and City Council Members, the City's Executive Leadership Team, and key staff from other City departments such as Economic Initiatives, Planning and Development Services, and Transportation. External stakeholders include HUD staff, executive leaders from local not for profit agencies, Pima County, other cities and towns in the region, community, business and neighborhood associations. The most qualified candidates will be committed to continuous improvement, teamwork and excellent customer service.

If you have the passion, creativity, skills and vision to take the Housing & Community Development Department to the next level, this could be your next career move.

Minimum Qualifications

Education: A bachelor's degree from an accredited college or university with major course work in public or business administration, or a closely related study is required.

Experience: This position requires a minimum of seven years of progressively responsible and effective management of housing and community development programs; oversight of fiscal and financial performance and proven interpersonal skills.

Preferred Qualifications: A master's degree in public or business administration or a closely related study and five years of executive leadership at a housing and community development department or agency is preferred. Bilingual in English/Spanish is a plus.

Final Selection and Appointment: The City Manager will select the most highly qualified candidates based on a combination of education, career experience, and accomplishments that best fit the needs of the City of Tucson.

In accordance with City Code, the selected candidate will be required to establish residency within the City of Tucson city limits.

COMPENSATION AND BENEFITS

The successful candidate will receive a highly competitive salary and an excellent executive benefit package that considers the candidate's track record of career success. Further details on compensation may be obtained through CPS HR Consulting.

The City of Tucson offers an attractive benefit package that includes:

- Participation in the Tucson Supplemental Retirement System (defined benefit pension plan)
- Vacation and sick leave program
- Medical and dental programs
- Long-term and short-term disability insurance plans
- Life insurance of \$50,000 with additional coverage available at employee expense
- Voluntary participation in the City's Section 457 deferred compensation plan (ICMA RC)
- Vehicle allowance or use of city vehicle plus city related travel expenses
- Professional development and training opportunities
- Medical and dependent care flexible spending accounts
- Employee assistance program
- Relocation assistance

APPLICATION AND SELECTION PROCESS

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on **July 29, 2019**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated through the recruitment process.

To be considered, candidates must submit a compelling cover letter, a comprehensive resume, and a list of six professional references. Interested candidates may apply via: <https://executivesearch.cpshr.us/JobDetail?ID=477>.

CPS HR Consulting will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. CPS HR Consulting will report the results to the City. The City will then select a group of the most qualified candidates to be invited to Tucson to participate in an assessment process.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and credentials verifications. Employment history, degrees and other certifications and accomplishments will also be verified.



Should you have questions regarding this position or the recruitment process, please call Josh Jones, CPS HR Consulting at (916) 471-3301 or e-mail him at jjones@cpshr.us. Confidential inquiries welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Arizona. Information presented to the City of Tucson for consideration may be made available to the public, in accordance with public disclosure/open records laws.