

Santa Barbara County

DEPUTY DIRECTOR OF COMMUNITY SERVICES HOUSING AND COMMUNITY DEVELOPMENT Salary: \$89,746 - \$135,662

Santa Barbara County, Community Services Department, is seeking a Deputy Director to oversee the Division of Housing and Community Development and seek an experienced administrator who is forward thinking, creative, proactive, a decision-maker, and an inspirational leader.

The Department

The mission of the Community Services Department is to provide community, cultural, and recreational resources that sustain and enhance quality of life for all who live, work and play in Santa Barbara County.

Community Services is a newly formed department within the County of Santa Barbara, which represents the merging of two departments: Parks and Housing and Community Development. The Department oversees a variety of public services and has a strong commitment to enhancing the quality of life for all residents of Santa Barbara County. The Department oversees parks and open spaces, beaches, libraries, housing and community development, cultural arts, and human services.

The Position

This is a unique opportunity for the right candidate to get in on the ground floor and build the division. With the Director, you will lead this newly formed department, engage the community, develop and implement the Department's vision, and provide new and different services as it relates to housing and community development.

The position is at-will*, reports to the Director of Community Services, oversees a budget of \$6.5 million and leads a staff of eight which include housing specialists, cost analyst, grant administrator and marketing staff. The position will oversee division operations and expenditures, negotiation of contracts, Federal, State and grant funds and work with administration to distribute funds, and all programs and services related to Housing and Community Development.

The ideal Candidate will have:

- A Bachelor's degree in Business Administration, Public Administration, Planning and Urban Development, or closely related field of study; a Master's degree is desirable
- Knowledgeable of Housing and Urban Development Grant submittals and reporting procedures and practices
- Professional background working with and/or in public sector housing, redevelopment, planning, or community development services
- A history and professional background demonstrating increased responsibility in management and leadership in a like role which meet the required knowledge and abilities for this position
- Experience with grant writing, although not required, is desirable

AS THE DEPUTY DIRECTOR OF COMMUNITY SERVICES, HOUSING AND COMMUNITY DEVELOPMENT DIVISION, YOU WILL:

Housing and Community Development Administration / Financial Acumen

- Oversee receipt, distribution, monitoring and reporting of multiple federal, state and grant funding streams such as: Community Development Block Grant funds, HOME Funds, Emergency Shelter Grants, and other Federal funding sources
- Administer the Countywide Notice of Funding Available (NOFA) process
- Ensure compliance and oversight of a 6.5 million dollar budget
- Develop and implement services, programs and special projects
- Oversee the County's implementation of housing policies, and provide solution-oriented, sound, unbiased advice regarding policy issues
- Oversee the management of EMPOWER, a program designed for residents engaged in sustainability, efficiency and environmental improvements to their homes
- Use your excellent negotiation skills to secure affordable housing
- Foster economic sustainability and environmental viability, and recommend new ideas that will enhance related programs and services

Communications / Build Partner Relationships

- Facilitate public presentations and community meetings
- Collaborate with community members and organizations, cities, Public Housing Authority, Department of Energy, developers and County Board of Supervisors
- Use your masterful communication skills to build trust and develop relationships
- Convey confidence in your presence, communications, direction, and recommendations
- Market the success of our programs and the improvements to our communities

Leadership / Employee Relations / Talent Development

- Be forward thinking, proactive, action oriented and lead with limited direction
- Reengineer processes to improve efficiencies
- Inspire others to achieve their goals and obtain organizational objectives
- Build an organizational culture, and align staff with the department's strategic vision
- Lead, develop and empower a talented team of professionals, with an eye on building future leaders
- Have strong human resources reflexes and successful experience managing employee relations issues

Strategic Business Partner

- Partner with the Director of Community Services in building the strategic goals for the organization
- Embrace strategic and innovative approaches to identifying and addressing community needs
- Have an excellent background as a leader transforming organizations and leading growth
- Perform well under pressure, champion change, and successfully manage priorities

The County is interested in a candidate has the *interpersonal* skills and ability to:

- Uphold public trust and lead with integrity and unquestionable *ethics*
- Be **committed** to meeting the expectations and needs of customers
- Be a *resilient* leader who is flexible, takes action, leads by example and is self-reliant
- Blend innovation and creativity with an entrepreneurial style and *craftsmanship*
- *Influence* others to affect successful outcomes and navigate effectively through political challenges
- Demonstrate *intensity* to go after the goal with passion, get the job done, and be an effective risk-taker

Santa Barbara County government is a service-oriented organization with an \$800 million budget. The County has 22 departments, and a workforce of approximately 3,800 employees. The region offers a paradise-like setting for tourists, vacationers and more than 415,000 residents, and is one of the most beautiful areas in California. The County of Santa Barbara hugs the southern California coastline, and is 100 miles northwest of Los Angeles, adjacent to San Luis Obispo and Ventura counties.

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BENEFITS: The County of Santa Barbara offers an excellent work environment, an organizational mission that cultivates employee excellence, and a competitive benefits package. [Click "Here"](#) for detailed benefits information!

- In addition, the County can offer reimbursement for reasonable relocation expenses (governed by Board policy) if deemed necessary to secure the right candidate.

HOW TO APPLY: This recruitment will remain open until filled, or until the County has received enough qualified candidates. However, **for first consideration submit your application by April 6, 2012.**

- Send your resume and cover letter to wendi@wbrowncreative.com,
- or fax to 866-224-1423

Questions? Contact Wendi Brown at:

- 541-858-0376 – Direct
- 866-929-WBCP – Toll Free

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop, and retain qualified men and women of varied backgrounds, lifestyles, experiences, and races.

* This position is exempt from Civil Service and has been classified as an "at-will" position, which means that it may be terminated at any time for any reason, with or without cause and with or without prior notice.