RECRUITMENT
Director, Housing and Community Development

City of Rockville, Maryland

Closing Date: Open until filled
First Review of Resumes: Monday, Feb. 12, 2024
The City of Rockville operates under a council-manager form of government. The Mayor and Council serve as the legislative body for the City of Rockville. All policy ordinances must have the Mayor and Council’s approval before becoming law. This critical decision-making position focuses community attention on the Mayor and Council. The Mayor and Council’s public meetings provide a forum in which policy proposals are deliberated, debated and ultimately decided. The Mayor and Council appoint and direct the work of the city manager, city attorney and city clerk/director of council operations.

The City of Rockville is regarded as one of America’s leading small cities for work, for play and for life. It is the vibrant, highly educated, business-friendly home to some of the most prominent biomedical and technology companies and is adjacent to the nation’s capital, Washington, D.C.

Rockville is a city that remembers and reveres its roots, its commitment to citizen-centric public service, to the planet and to the connectivity of its neighborhoods and residents. Rockville is a place one can truly and proudly call “my hometown.” It is a place where people and government work to maintain the intimacy and warmth that “hometown” connotes. A place where, despite our differences, neighbors know and care about each other and the community they share.
Recognizing the need to bring a greater focus to housing affordability and community services, the city established the Department of Housing and Community Development in May 2020. Services provided through the Department of Housing and Community Development were previously located in the city’s Department of Community Planning and Development Services and the Department of Recreation and Parks.

Department of Housing and Community Development programs and services include:

**Housing Services**
- Moderately Priced Dwelling Unit (MPDU) Rental Program and Homeownership Program.
- CDBG Multifamily and Single-Family/Owner-Occupied Rehabilitation.
- Landlord-Tenant Relations.
- Rockville Emergency Assistance Program (REAP).

**Youth and Family Services**
- Child, Youth and Family Counseling Services.
- Latino Youth Development Services.
- Linkages to Learning - School Based-Services.
- Youth Mentoring Program.

**Community Assistance Services**
- Community Mediation Program.
- Holiday Giving Drive.
- Information and Referral Services.
- Educational Seminars.

**Grant Opportunities**
- Housing and Community Services Nonprofit Grant Opportunities.

The department has a staff of 14.0 FTEs and an annual budget of $3.38 million.
The City of Rockville, Maryland is recruiting an expert housing and community development leader. The director of the Department of Housing and Community Development is responsible for providing administrative leadership, technical oversight and policy direction on all aspects of the city’s affordable housing, focusing on increasing the city’s affordable housing supply and community development activities.

The director of housing and community development oversees all aspects of management and operations focused on ensuring fair and equitable relations between landlords, tenants, businesses, common ownership communities and their members; works to maintain existing housing stock in safe, habitable conditions through its Community Development Block Grant rehabilitation programs; manages the utility payment assistance to prevent utility shut offs; oversees rental assistance to prevent eviction; and ensures the availability of a continuum of wraparound social services.

This position reports to the city manager and is a member of the city’s senior leadership team.

*The City of Rockville’s Department of Housing and Community Development works to maximize access to opportunities that enable city residents to develop their capabilities fully, achieve self-sufficiency, and live in dignity by providing opportunities for affordable housing and comprehensive social services programming.*
Responsibilities

• Demonstrate leadership through strategic direction setting for department programs and services; development of effective partnerships that advance the work of the department; and supporting employees through coaching and mentoring.

• Oversight of all department programs and services, including budget development and management; contracts and grants management; and personnel actions.

• Establish and implement a strategic workplan to identify and address short- and long-term goals to improve availability of affordable housing options and community development programs.

• Oversee the administration of housing and community development programs and activities, ensuring equitable access, fiscal compliance and programmatic integrity.

• Advises the Mayor and Council, city manager and other city leadership on housing policy and housing codes and their implications for the city and its residents.

• Establish and nurture professional working relationships with private, county and state agency officials to plan, fund and coordinate programs and services for city residents.

• Propose and drafts modifications to city code and departmental regulations and procedures to address the changing housing and community development landscape.

• Oversee the allocation of funding to community-based organizations to support housing and community development activities and explore alternative funding opportunities to support city programs and services.
Knowledge and Skills

Knowledge

• Housing policy and/or housing program development and implementation
• Affordable housing production and financing.
• Community development and community service program development and implementation.

Operational Excellence

• Vision for short-range and long-term planning.
• Effective and decisive operational management skills.
• Collaborative work environment.
• Accountability for results.
**Leadership**

- Passion for developing staff through coaching and mentoring.
- High level of integrity and ethical standards.
- Effective, clear and consistent communication.

**Relationship Building**

- Develop and nurture professional relationships with key stakeholders.
- Create a work environment that promotes collaboration, inclusiveness and openness.

**Justice, Equity, Diversity and Inclusion**

- Understands and applies the values of justice, equity, diversity and inclusion in policy and program development and program implementation.
Education and Experience

Education:
A bachelor’s degree in public administration, community planning, public policy or a related field.
A master’s degree in one of the above disciplines is preferred.

Experience:
Seven years of experience working in affordable housing development; housing policy and development, and/or community development with at least two years supervisory experience.

Must possess or be able to obtain a driver’s license valid in the state of Maryland.

Compensation and Benefits

The starting salary range for this position is $140,000-$185,000. The city offers a competitive benefits package which includes health, dental and vision insurance, group life and long-term disability insurance, flexible spending accounts, paid vacation and sick leave, and participation in the Rockville Employees Retirement System.

Application and Selection Process

Interested individuals should submit a resume, cover letter and three professional references to www.governmentjobs.com/careers/rockville/jobs/4329792/director-of-housing-and-community-development

This position is open until filled. A first review of resumes will begin on Monday, Feb. 12, 2024.

Questions

Please contact Susan Seling, director of Human Resources, at sseling@rockvillemd.gov or 240-314-8472 with any questions.

The City of Rockville is an Equal Opportunity Employer and values diversity at all levels of its workforce (EOE).