

CLASS SPECIFICATION

Chief Executive Officer
Code Number: _____

GENERAL PURPOSE

Under general policy guidance from the Housing Commission and Housing Authority, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, and services of the San Diego Housing Commission; recommends Commission adoption of the agency’s strategic plan, annual operating plans and budgets and Core Values; ensures execution of short- and long-term goals and objectives consistent with the strategic plan and annual plans and budgets; ensures Commission operations and functions effectively serve the needs of its stakeholders, constituents and customers agencies, while fully complying with applicable laws and regulations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class is appointed by the Housing Commission and serves as the Commission's Chief Executive Officer. The Chief Executive Officer is accountable for developing, implementing and executing short- and long-term plans, policies, budgets, and strategies to accomplish the Commission's mission, strategic plan and Commission and Housing Authority priorities. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of the Commission’s resources in serving its constituencies and customers, both currently and in the long-term, while operating in a rapidly changing, highly sensitive political and intergovernmental environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, controls, integrates and evaluates the work of all Housing Commission divisions and sections to ensure that operations and services comply with the policies and strategic direction set by the Housing Commission and Housing Authority, with funding source commitments and with all applicable laws and regulations; with the executive management team, formulates and recommends adoption of Commission strategic and long-range service and facilities plans and short-range and annual operating plans; directs, implements, monitors and evaluates the accomplishment of short- and long-term plans, goals and objectives to achieve the Commission's mission, strategic plan, Core Values, Commission and Housing Authority priorities and compliance with applicable laws and regulations; directs the development of operating and funding source budgets for approval and adoption; directs and monitors implementation of adopted budgets.

Directs assessment, development and implementation of long-range plans for the development of affordable housing stock, short- and long-range plans for the management and maintenance of public housing units, effective delivery of rental assistance services, innovative programs and services designed to enhance the self-sufficiency of public housing residents and rental assistance clients, collaborative efforts to provide transitional housing for the most needy and other programs to meet local, state and federal requirements and mandates in the Housing Commission's areas of responsibility; directs and monitors the development, implementation and evaluation of financial and budgetary strategies, plans, policies, systems and procedures to achieve short- and long-term Commission-wide goals; directs and oversees development and implementation of programs and services to meet the needs of stakeholders, constituents and customers.

Plans and evaluates executive staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Commission personnel policies and Memoranda of Understanding.

Provides leadership and works with the executive team to develop and retain highly competent, customer-service oriented staff through selection, compensation, training and day-to-day management practices which support the Commission's mission, strategies, objectives and Core Values; provides executive leadership and plays a key role in community outreach and community building activities.

Directs the assessment of program needs and service requirements, legislative, regulatory and funding opportunities and constraints, political and intergovernmental issues, trends and innovations in the housing development and affordable housing industries and related matters and ensures that Commission-wide objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service improvement and enhanced operational efficiency and effectiveness.

Directs, evaluates and approves analyses and recommendations regarding policy issues and long-range plans to address Commission service and operational needs and changing regulatory, legislative and funding source requirements; directs and approves development of Housing Commission and Housing Authority agenda dockets; directs the development and approves board reports and supporting materials to be presented to the Commission and Authority for action; presents staff recommendations in meetings of the Commission and Authority boards.

Interprets Housing Commission and Housing Authority instructions and requests; interprets Commission, Housing Authority and funding source regulations, policies, procedures and applicable local, state and federal law to ensure Commission compliance.

Directs and oversees development and implementation of public affairs and community outreach programs and activities; directs and oversees analysis of proposed legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the Commission's interests and needs; serves as the Commission's chief representative in dealings with elected and appointed officials of the City of San Diego,

representatives of other governmental agencies and funding sources, other elected officials, civic and community groups, business leaders, public interest groups, industry and professional organizations, the media and the public.

Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies and systems; directs and monitors the Commission's labor relations, labor negotiations and labor-management relations programs and initiatives; directs the improvement of management systems, processes and measurement techniques to improve Commission operations and effectiveness; directs the development and implementation of technology plans.

OTHER DUTIES

Participates in regional, state and national public housing agency/affordable housing development industry meetings and conferences to represent the Commission and stay abreast of trends, technology and innovative programs and initiatives related to Commission operations.

Participates in professional and community organizations on behalf of the Commission and as part of the Commission's community and public affairs programs and activities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices and techniques of organization design and development, public administration, financial management and long-range planning as they apply to a complex public housing/affordable housing development agency; Commission and Housing Authority functions and associated operational, program management, financial and public policy issues; structure, operations, regulations, practices and key elected and appointed officials of the City of San Diego; federal, state and local law and regulation governing housing development, public housing and rental assistance and tenant and client programs and services; affordable housing needs and sound, progressive approaches and practices for program service delivery; principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of a public board; the Brown Act and other law and regulations governing the conduct of public meetings; social, political, economic and community issues influencing program/project development and implementation; research methods and analysis techniques; principles and practices of sound business communications; principles and practices of effective management and supervision; Commission and Housing Authority administrative regulations, personnel policies and Memoranda of Understanding.

Ability to:

Plan, organize, integrate and direct the operations of a complex public housing/affordable housing development agency; provide leadership, guide and motivate, develop and enforce appropriate accountabilities and nurture the professional development and industry stature of a diverse professional housing and administrative workforce; understand, interpret, explain and

apply Commission and Housing Authority policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings and before elected bodies; represent the Commission effectively in negotiations; analyze and make sound recommendations on complex legislative, intergovernmental, program management, funding source and Commission management and administrative issues; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment and seasoned political acumen within policy guidelines; establish and maintain effective working relationships with Commission and Housing Authority members, all levels of management, other elected and appointed officials of the City of San Diego, other governmental and funding source officials, civic and community groups, business leaders, public interest groups, consultants, contractors, developers, vendors, employees, media representatives and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, finance, planning, social service or a closely related field; and at least ten years of progressively responsible executive or management experience in the operation and maintenance of a complex public agency providing familiarity and experience in dealing with significant, highly sensitive public policy issues in a dynamic political environment; or an equivalent combination of training and experience. Experience in a public housing agency or in a setting providing an understanding of affordable housing development, housing management and client program services is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret highly complex data, information and documents; analyze and solve complex, sensitive problems in an ambiguous, dynamic, political environment where there may be limited precedents; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks under intensive and changing deadlines; work with frequent interruptions; and interact with tact, diplomacy and political acumen with Commission and Housing Authority members, all levels of management, other elected and appointed officials of the City of San Diego, other governmental and funding source officials, civic and community groups, business leaders, public interest groups, consultants, contractors, developers, vendors, employees, media representatives and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While in the office, the employee works under typical office conditions, and the noise level is usually quiet. Responsibilities of the position entail frequent travel and representation of the Commission at meetings, conferences and events attended by high ranking officials.