



CITY OF JACKSONVILLE
invites applications for the position of:
**Chief of Housing and
Community Development**

SALARY: \$87,089.65 - \$120,000.00 Annually

OPENING DATE: 10/18/18

CLOSING DATE: Continuous

JOB DESCRIPTION:

This position is appointed by the Mayor, subject to confirmation by the Council and shall serve at the pleasure of the Mayor.

This position reports to the Director of Neighborhoods and is responsible for developing and managing all operations of the division personally or through subordinate managers and supervisors. Areas of responsibility include: administration and operation of an affordable housing program to preserve and enhance the supply of affordable housing, and oversee the rehabilitation, conservation and redevelopment of neighborhoods within Duval County.

EXAMPLES OF WORK:

- Develops and implements strategic goals and objectives for the Housing and Community Development Division.
- Directs the development, coordination, and implementation of new and revised operational systems to improve efficiencies of the division's operations.
- Manages and ensures compliance with the Community Development Block Grant (CDBG) program.
- Ensures that the direction and distribution of resources (from local, state, and federal sources) is transparent and equitable.
- Directs improvements in accountability for spending funds appropriately by ensuring timely and accurate reporting to appropriate agencies.
- Develops and administers the Division's operating budget based on a thorough needs analysis that conforms to the City's budgetary guidelines.
- Coaches and provides direction and support to the appointed managers in charge of managing units within the division to ensure positive outcomes and goal attainment that are responsive to customer needs.
- Maintains high ethical standards and demonstrates integrity, honesty and trustworthiness.
- Communicates clear direction, manages for results and leads organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing and motivating employees.

OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:

This position is appointed by the Mayor, subject to confirmation by the Council and shall serve at the pleasure of the Mayor.

- A Bachelor's degree or higher from an accredited college or university is required.
- At least (5) five years of experience in affordable housing or in community planning, and have proven administrative experience.

ONLINE APPLICATION REQUIRED. Apply at www.coj.net. A copy of your resume and college transcript is required with your application. College transcripts for colleges outside the

US must be converted to US standards.

The application system works best with Google Chrome web browser. Please try to apply using this browser. Be sure to add coj.net to your safe senders list to ensure you receive email notifications. You may check your application status any time by logging into your account.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.coj.net/departments/employee-services.aspx>

Position #2019-03111
CHIEF OF HOUSING AND COMMUNITY DEVELOPMENT
TM

117 West Duval Street, Suite 100
Jacksonville, FL 32202
(904) 630-1287

Recruit@coj.net

Chief of Housing and Community Development Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?
 Yes No

- * 2. Do you have a bachelor's degree or higher from an accredited college or university? If yes, you MUST attach a copy of your college transcripts to your application.
 Yes
 No

- * 3. If you have a degree, indicate which degree you have and include any major/minor. If basing qualifications on education, a copy of your college transcript is required.

- * 4. Do you have at least (5) five years of experience in affordable housing or in community planning?
 Yes
 No

- * 5. Indicate the organization(s) you worked for where you gained this experience.

- * 6. Provide a detailed description (at least 3-4 complete sentences) of your experience.

- * 7. If you are requesting veterans preference, you MUST download the appropriate state of Florida form and attach it to your application. FAILURE TO DO SO WILL DELAY YOUR VETERANS PREFERENCE STATUS. Please download the forms at <http://www.coj.net/departments/employee-services/veterans-preference>
 Yes, I am claiming veterans preference and I understand that I MUST download the appropriate form and attach it to my application.
 No, I am not claiming veterans preference and this does not apply to me.

- * 8. A copy of your resume and college transcript are required with your application. College transcripts do not need to be official, but must state your name, the name of the school, type of degree, classes taken, grades received and date degree was conferred. NOTE: A copy of your diploma does not meet this requirement. Transcripts from colleges outside of the U.S. must be converted to U.S. Standards. If required documents are not provided your application will be considered incomplete and may result in disqualification from the selection process.

I have read the above statement and understand what is required.

- * Required Question