Housing Authority of the County of San Joaquin, CA

Executive Director
The San Joaquin County Government provides a wide variety of services to all of the estimated 673,000 citizens in the County. County Government consists of about 30 Departments and/or major Divisions, from the Sheriff’s Office to Public Works, and approximately 7,000 employees. The County’s services include a public airport; voting services; work and training programs; food programs; legal services and jails; roads and road maintenance; regional and neighborhood parks; health services; business and economic development; the collection of taxes; agricultural education and monitoring; library services; a zoo, an historical museum, public safety; and shelter and housing services. These services are provided throughout the County including in the seven cities that are incorporated within the County.

The annual budget, including four enterprise funds (General Hospital, Metropolitan Airport, Solid Waste, and Solid Waste Closure), is in excess of $1.36 billion.

The County staff and County Board of Supervisors are also very supportive of the Housing Authority of the County of San Joaquin (HACSJ) and although a separate governmental entity, they coordinate with the HACSJ in many service areas including social services, law enforcement, and financial services.

Housing Authority

Founded and created by the San Joaquin County Board of Supervisors in 1942, the Housing Authority of the County of San Joaquin (HACSJ) is now embarking on its 66th year of service to a diverse community. The commitment and mission of the HACSJ has and continues to be to provide decent, safe, and affordable housing, to build and nurture partnerships within the community; and to provide for and advocate affordable, attractive, and safe living environments and opportunities for low and moderate-income persons, families, the elderly, and the disabled.

As one of the longest operating Housing Authorities in California, the HACSJ’s FY 2007-2008 budget is in excess of $49 million with a staff of about 100. The HACSJ currently assists more than 19,000 people through a distribution of nearly 5,000 housing vouchers; manages and maintains roughly 1,100 units in the County’s public housing developments; and owns and manages many other developments. The HACSJ also manages local and state programs such as California OMS Migrant Housing. The HACSJ also has created a 501(c) entity, Villa Real, which creates both business asset development as well as training and economic opportunities for its low and moderate-income residents and clients.

The HACSJ is a recipient of numerous awards and recognitions over the years from the Secretary of HUD, NAHRO-Regional Pacific Southwest Council, NAHRO-National and other organizations. Recently, the Housing Authority received a NAHRO – National Award of Merit in Program Innovation/Resident & Client Services – “Kool Degrees – Youth Business Venture” from NAHRO – National; an Outstanding Support of Union Court Apartments, Manteca, CA from Eden Housing, Inc.; and an Award of Merit in Program Innovation “PDF: Keeping Pace with Technology” also from the from NAHRO – National.

The HACSJ is overseen by a seven-member Board of locally appointed Commissioners and an Executive staff who implement and manage the County’s mandates. Appointed by the Board of Supervisors, five of the HACSJ’s Board members serve for four-year terms (one from each Supervisorial District) and two Tenant Members are appointed for two-year terms. One of the Tenant Members must be over the age of 62 and registered with the Housing Authority. The other Tenant Member must be a Tenant registered with the Housing Authority.

San Joaquin County Government

San Joaquin County is a political subdivision of the State with service mandates by the State and Federal governments. Examples include health, welfare, criminal justice, elections, recording of documents, weights and measures and agricultural enforcement. The County is governed by an elected five-member Board of Supervisors that sets policy, enacts ordinances and regulations, and oversees the activities of County Departments. The Board also appoints a County Administrator to assist them in the daily management of the County.
A primary goal of the HACSJ and key component of its Mission Statement is to continue to provide housing for these low-income elderly and disabled households, while integrating housing and economic opportunities for residents and maintaining high standards of property maintenance, safety, management, and service delivery. The mission of the Authority is also assisted and enhanced by the support and collaboration of many community partnerships such as the African-American Chamber of Commerce, Greater Stockton Chamber of Commerce, Boys & Girls Clubs throughout the county, Parks and Recreation Organizations, the Stockton School District, San Joaquin Delta College, University of the Pacific, U.C. Davis, State of California Office of Migrant Services, Seniors First, Women's Center, Council for the Spanish Speaking, Head Start Child Development, Inc., Family Resource and Referral Service, Mexican-American Chamber of Commerce, Resident Councils and many, many more.

Executive Director and Staff

The Board of Commissioners for the HACSJ appoints an Executive Director who oversees the management, operations, budget, and staff of the Housing Authority. Current direct staff reports to the Executive Director include the Clerk of the Board, a Vice President, or Deputy Director of Public Housing, Director of Finance, Human Resources Manager, Asset Manager, Special Programs Coordinator, Rental Assistance Manager, and an Administrative Assistant. Reporting to the Finance Director are a Senior Accountant and Central Services Manager. A Commission appointed Legal Counsel represents the Housing Authority. A Commission appointed Legal Counsel represents the Housing Authority. The new Executive Director should have basic knowledge of proposed “asset management” regulations and protocols.

Qualifications

Education and Experience

- A Bachelor’s Degree or equivalent with preferred course work in Finance, Urban Planning/Management, Business/Public Administration or a closely related field.
- Master’s Degree preferred but not required.
- Eight years or more of high-level management experience in the public or private sector is required.
- A minimum of at least three years as a Chief Executive Officer, Deputy Executive Officer, or similar high level management experience is required, and progressively responsible experience administering public housing or related programs is preferred.
- Certification as a Public Housing Manager or ability to acquire certification within one (1) year would be a plus.
- Any equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered sufficient.
Candidate Expertise

The successful candidate should have strong oral and written communication and interpersonal skills as well as solid presentation, organizational, and management abilities. This person should demonstrate significant expertise in:

- Real estate development process and management experience in Public Housing Agencies/Authorities or private sector housing and community development.
- Project management and financing to include directing the development and implementation of comprehensive project plans, finding appropriate funding, project monitoring, timely and in budget completion, and quality assurance assessment.
- All aspects of fiscal management to include the management of complex budget and accounting procedures and experience with financing comprehensive public and assisted housing programs.
- Housing, economic, and community development strategies.
- The principles and practices of public administration.
- Public management theory and practice including finance, personnel, planning, development, community relations, organizational management, and communications.
- Labor laws and human resources as well as being skilled at interpersonal relations and networking.

In addition, the Executive Director must be able to:

- Work successfully and collaboratively in a diverse community.
- Form strategic alliances with community and other agencies/or- ganizations.
- Possess a strong commitment to public service.

Management Style and Personal Traits

The successful candidate should be an articulate and results-oriented leader who is visible and credible with staff and the community. He/she should be forward thinking, approachable, good tempered and comfortable working in a diverse, complex organization. The ability to interact well with the Housing Authority residents, HACSJ’s Board of Commissioners, HACSJ’s current staff, City and County Department colleagues, local and national representatives and the community in a professional and collegial manner is essential.

This person should be a leader who embraces challenge, is open minded, thinks collaboratively, and plans creatively. He/She should have superior management skills, be a relationship builder, and have a good intuitive sense and grasp of organizational behavior and human motivation as well as strategic planning, labor/employee, and asset management.

The selected individual must also have a high degree of integrity, be facilitative, rather than confrontational in nature, be a team builder and an advocate for open, transparent government.

Finally, this person should be able to interact well and comfortably with a diverse population of various ethnic, social, economic, and political backgrounds, and be able to approach challenges with confidence, energy, and an honest desire to make a positive difference.

Issues, Challenges and Opportunities

Some issues, challenges, and opportunities facing HACSJ and its new Executive Director include the following:

- Industry-wide challenges involving significant reduction of federal monetary support for public housing programs nationwide and specifically funding cuts in the Housing Choice Voucher (formerly Section 8) and Public Housing Programs.
- Operating fund shortfalls at national and local levels.
- The need for major changes in the funding environment or the way housing and services are delivered including more resourceful funds distribution.
- Needs are increasing faster than capital funding becomes available and generating new resources to address capital needs.
- Providing residents/tenants with home ownership opportunities.
- Addressing vulnerable population housing needs.
- Moving forward on needed housing renewal and new development.
- Performance as an innovative change agent who can lead master planning and craft a strategic plan for the Authority that will fulfill the mission of the HACSJ.
- Evaluation of the Agency’s organizational structure to ensure efficient operations, regulatory compliance, quality management, and superior service delivery.
- Resolution and organizational response to HUD audits.
- Changing dynamics of the service population and the need to look seriously at development of housing and programs that is responsive to the needs of an older generation/assisted living housing as well as for transition housing for younger populations.

Compensation and Term

The salary range and term for this position is open, competitive, and commensurate with qualifications and experience. HACSJ also offers an excellent fringe benefits package. Details are available upon request.