

The Housing Authority of the County of San Bernardino

**Assistant Director of Housing Services**

**Annual salary range: \$107,222 to \$131,883 DOQ DOE**

The County offers a comprehensive benefits package.

**Application deadline: Friday, October 18, 2019**

Located in the heart of Southern California, San Bernardino County is home to over two million residents. We thrive on the diversity of our communities, where families enjoy affordable housing, excellent K-12 schools and easy access to community resources such as hospitals, libraries, parks and airports. The County offers a variety of “live, work, play” lifestyle options, short commutes, a safe, clean and healthy environment, access to a variety of retail and entertainment choices, and cultural and educational enrichment opportunities through museums, theater and local universities such as California State University San Bernardino, University of Redlands, and California Baptist University. Our natural geography, with snowcapped mountains, flowering deserts, crystal lakes and pristine valleys, and ideal Southern California climate allows our residents to enjoy a variety of outdoor activities such as hiking, boating, and skiing year-round. Adjacent to Los Angeles and Orange Counties, we are but a short drive away from Southern California’s premier beaches, resort destinations, and major metropolitan centers. As an employer, the Housing Authority of the County of San Bernardino strives to provide its employees work life balance, where in addition to excellent career opportunities, a supportive work environment, and lucrative compensation and benefits, they are able to enjoy all we have to offer.

The Housing Authority of the County of San Bernardino (HACSB) is one of the most progressive housing authorities in the Country and also the largest provider of affordable housing in San Bernardino County. HACSB proudly owns and/or manages programs with approximately 13,000 housing units and vouchers combined to serve approximately 25,000 people, the majority of whom are seniors, individuals with disabilities, veterans, and children. Unlike other health and human services programs, HACSB provides housing assistance based on the number of vouchers and public housing units for which are authorized and funded through the U.S. Department of Housing and Urban Development (HUD). The demand for housing that is affordable for all income ranges is omnipresent. San Bernardino County needs 72,032 more affordable rental homes to meet current demand. Therefore, HACSB works diligently on increasing the supply of not only affordable housing, but also housing that’s affordable for the local workforce. The current budget is approximately \$140 million.

The Assistant Director of Housing Services reports to the Director of Operations and is responsible for the day-to-day direction and administration of the Housing Choice Voucher (HCV) program, including planning, managing and coordinating program activities, evaluating operations, and developing recommendations. This position manages the technical functions of the various HCV programs, Continuum of Care grants and agency waiting lists; works with the Director of Operations in the development of policies and procedures for the programs; assures compliance with federal, state, local and HUD/HACSB policies and procedures; and plans, develops and supervises special projects.

This position is responsible for the supervision of approximately 40 staff within the department of Housing Services’ three regional offices. The incumbent is responsible for performing managerial

activities in accordance with the organization's personnel policies, priorities, procedures, and applicable laws. The responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

The ideal candidate will be a bold, progressive, and customer-focused leader with excellent communication and interpersonal skills who can motivate and inspire staff, foster a high performing and team-oriented work environment, and provide guidance and employee development while ensuring a culture of accountability, integrity and respect. A propensity to understand and implement complex policies and governmental regulations is required. The successful candidate will have a proven track record and demonstrate the desire to encourage employee engagement, collaboration, and open dialogue. While experience in housing is beneficial, it is critical that the next Assistant Director of Housing Services be a relationship builder with effective leadership and management acumen; a positive presence with a commitment to excellence.

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of five work-related references, as well as the size of staff and budget you have managed. Resume should reflect years and months of employment, beginning/ending dates as well as relevant work experience. Please apply directly at: <https://executivesearch.cpshr.us/JobDetail?ID=552>

For additional information contact:

Frank Rojas  
**CPS HR Consulting**  
916-471-3111

To view an online brochure for this position visit: [www.cpshr.us/search](http://www.cpshr.us/search)  
Housing Authority of the County of San Bernardino website: [www.hacsb.com](http://www.hacsb.com)



*The Housing Authority of the County of San Bernardino is an equal opportunity employer.*