



*The Housing Authority of
the County of Santa Cruz*

*invites your interest
for the position of*

**Administrative
Services
Director**



The Community

Situated at the northern tip of the picturesque Monterey Bay, Santa Cruz County with a population of almost 270,000 residents is ideally located 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of San Jose and the Silicon Valley. The four incorporated cities within the County are: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Santa Cruz County provides an exceptional quality of life with over 29 miles of pristine beaches, majestic redwood forests, an abundance of outdoor activities, a

thriving wine industry, and temperate year-round weather. The sun shines 300 days a year as residents enjoy the Mediterranean climate, low humidity and mild weather cycles. The State of California owns and maintains over 42,000 acres of parks in the coastal and mountainous areas of the County, with the County maintaining an additional 850 acres of parkland. The local educational system includes: U.C. Santa Cruz, Cabrillo Community College, and a number of highly rated high schools. The local economy is strong, highlighted by the industries of agriculture, tourism, high technology and the service sector. Santa Cruz County provides a beautiful setting and presents an ideal location in which to live, work and play.



The Housing Authority

The Housing Authority of the County of Santa Cruz was created in 1969 with the charter to provide housing and rental assistance for the county's low-income residents. The Housing Authority is an independent public entity, separate and distinct from the County government. However, cooperation and interaction occurs between the Housing Authority, the County, and each of the incorporated cities. The Housing Authority acts as the sole public housing authority for each of the localities within the county, and also administers federally funded rental assistance programs for the cities of Hollister and San Juan Bautista in neighboring San Benito County. Since its inception in 1969, the Housing Authority has increased the number of families assisted to over 5,000 and now brings the county over \$100 million annually in housing assistance funds.

The Housing Authority is governed by a seven-member Board of Commissioners. The County Board of Supervisors, on an at-large basis, appoints the Commissioners. Two of the Commissioners must be program participants of the Housing Authority, of which one must also be over 62 years of age. The Agency has been designated as "High Performing" by HUD for over 20 years. It employs 56 staff and operates with an annual budget of \$119 million (of which \$104 million are pass-through funds in the form of housing assistance payments to landlords on tenant's behalf). Current programs include administration of Housing Choice Voucher ("Section 8") program (5,154 vouchers including 368 VASH), 103 units of migrant farm worker housing, 70 units of USDA farm worker housing, and 15 tax credit apartments. The Housing Authority has also established New Horizons Affordable Housing and Development, an affiliated nonprofit organization which exists to act as the owner and property manager of Agency owned sites, and is currently working on developing a new 20 unit affordable property on the west side of Santa Cruz. The Housing Authority also provides a wide variety of additional services related to family self-sufficiency, housing rehabilitation, and homebuyer assistance.

MISSION STATEMENT:

The mission of the Housing Authority of the County of Santa Cruz is to promote access to quality affordable housing, utilize housing as a platform for improving quality of life, and support inclusive, healthy and sustainable communities free from discrimination.

The Position and Ideal Candidate

The Administrative Services Director (ASD) reports to the Housing Authority's Executive Director and/or his/her designee, is responsible for Human Resources, Information Technology, and all administrative staff outside of Housing Programs and Finance (currently 8 employees). As part of the agency's core executive team, the ASD is expected to provide an entrepreneurial, adaptable, responsive, and relationship-based leadership style to the organization.

The ongoing challenges related to providing adequate housing for the community present significant demands on administration. With funding streams and resulting programs and services being expanded, the internal needs related to recruitment and staff development is an ongoing priority. While staff retention is strong, aging of the existing workforce will require an ongoing focus on hiring of housing program experts. Professional development opportunities must also be enhanced through more systemic training and education efforts. Evaluating and improving work systems and internal processes are additional priority areas as the desire is to continually improve administrative systems to support the overall operation. And, with the pending return of staff to the workplace, oversight for the health and safety of the workplace will be a critical area of emphasis.

The high levels of housing demand and the resulting need to provide strong administrative support for those addressing the frontline needs of clients make it essential for the new ASD to proactively and seamlessly provide support. The ideal candidate will model and impart a strong customer service orientation and be responsive to the organizational needs. Exceptional communication skills, both written and verbal, a great team orientation and a collaborative, engaged, and results focused style are necessary attributes for this role.

This position requires any combination and experience that would likely provide the required knowledge and abilities to perform this role. A typical way to obtain the knowledge and abilities would be: at least five years of increasingly responsible

operational, and administrative work in the field of public or affordable housing, community or social programs, real estate development or a similar environment within the public or private sector, with at least three of those years managing staff in the administration of personnel, purchasing, building services, and/or computer systems management. Additionally, the selected candidate will possess a Bachelor's degree or four years of undergraduate work at an accredited college or university with major course work in business or public administration, personnel, planning or a related field with significant course work in computer applications and computer systems administration. A Master's degree in the referenced fields is desirable.



Compensation and Benefits

The Housing Authority of the County of Santa Cruz offers a competitive salary and excellent benefits package. The annual salary range for this position is \$109,720 - \$133,369 DOQ. The benefits include:

- ◆ Retirement: CalPERS with a 2% @ 62 formula. Employee pays the 6.25% employee portion of the contribution. "Classic" CalPERS members may be eligible for placement on other pension tiers. The Authority does not participate in Social Security.
- ◆ Holidays: 15 paid holidays annually.
- ◆ Health Benefits: The HA contributes a fixed amount toward employee and dependent health, dental, and vision insurance. Employee can pay premium costs with pre-tax dollars through a Section 125 plan.
- ◆ Vacation: Accrual at the rate of 132 hours annually during the first five years of service. Accrual rate increases to 156 hours annually after five years.
- ◆ Deferred Compensation: Two voluntary 457 programs are offered and are paid by employee.
- ◆ Sick Leave: Accrual on an hourly rate equivalent to 96 hours annually.
- ◆ Administrative Leave: 40 hours of annual administrative leave with option to cash out unused balance at the end of each fiscal year.
- ◆ Life, AD&D, Short-term and Long-term Disability Insurance: The Housing Authority provides Life, Accidental Death & Dismemberment, Short-term and Long-term Disability insurance to eligible employees.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is September 13, 2021.



If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.