

# Department of Housing

State of Connecticut

## HOUSING AND COMMUNITY DEVELOPMENT MANAGER

The State of Connecticut's Department of Housing (DOH) is seeking an experienced and dynamic leader to manage the operations and performance of the Division of Individual and Family Support Programs unit which focuses on housing programs and policies to prevent and reduce homelessness.

### BACKGROUND

The Department of Housing strengthens and revitalizes communities by promoting affordable housing opportunities. DOH seeks to eliminate homelessness and to catalyze the creation and preservation of quality, affordable housing to meet the needs of all individuals and families statewide to ensure that Connecticut continues to be a great place to live and work.

DOH works in concert with municipal leaders, public agencies, community groups, local housing authorities, and other housing developers in the planning and development of affordable homeownership and rental housing units, the preservation of existing multi-family housing developments, community revitalization and financial and other support for our most vulnerable residents through our funding and technical support programs. As the State's lead agency for all matters relating to housing, DOH provides leadership for all aspects of policy and planning relating to the development, redevelopment, preservation, maintenance and improvement of housing serving very low, low, and moderate income individuals and families. DOH is also responsible for overseeing compliance with applicable statutes, regulations and financial assistance agreements for funded activities through long-term program compliance monitoring.

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# THE RESPONSIBILITIES

This Housing and Community Development Manager will be responsible for supervising approximately 7 professional and 1 clerical staff implementing state and federal programs with approximately \$150 million in funding, including for example, the Federal Section 8 Housing Choice Voucher program; the State Rental Assistance program; the Emergency Shelter program; the Eviction and Foreclosure Prevention and the Security Deposit Guarantee programs; Housing Opportunities for Persons with AIDS; Residences for Persons with HIV/AIDS; the Mobility Counseling program and the Transitional Living program. He/she will be responsible for interpreting and administering laws pertinent to the programs in this unit. Additional responsibilities include: developing and making recommendations regarding new programs, policies, objectives, goals, and priorities for the unit and modifications to existing programs, policies, objectives, goals and priorities; proposing and overseeing budgets and expenditures for the unit; overseeing the preparation of requests for proposals and other solicitations for contractors and/or grantees to provide program-related services on behalf of the Department and overseeing selections based on such procurement efforts; making recommendations to the Commissioner and/or Deputy Commissioner related to the selection of contractors and grantees to provide program-related services on behalf of the Department; overseeing the performance of contractors and grantees providing program-related services on behalf of the Department and the monitoring of such performance by staff.

For a complete description of duties, follow this link to the job specification for Housing and Community Manager at <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6955>.

For more information about the Department of Housing, please visit the DOH website at [www.ct.gov/doh](http://www.ct.gov/doh).

# QUALIFICATIONS

This position requires a minimum of nine (9) years of professional experience in administering housing and community development programs including the areas of affordable housing and community development, real estate finance and/or development, legal, underwriting, project management, advocacy or policymaking capacity; including two (2) years having been in a lead or supervisory capacity performing the most complex duties related to the development, implementation and monitoring of housing programs and projects.

Please note the following substitutions can be applied towards the minimum qualifications: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's Degree in housing and community development, housing studies, housing and human environments, urban planning, business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

In addition to the minimum qualifications listed above, the preferred candidate will have substantial experience working on homelessness reduction programs and policies and managing a staff comparable in size to the Department's Individual and Family Support Programs unit, as well as a demonstrated capacity to develop and implement innovative solutions to achieve administrative and programmatic goals and exceptional oral and written communication skills.



# COMPENSATION PACKAGE

Salary Range: \$83,464 - \$113,809 (MP 64). The total compensation plan includes a generous benefit package worth over 50 percent of the employee's annual salary. Benefits and options include: extensive medical and dental insurance options, long and short term disability, life insurance, excellent retirement plan, deferred compensation plan, a generous vacation plan, personal leave, sick leave and 12 paid holidays.

## TO APPLY

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following documents by April 29, 2015: an Application for Employment (CT-HR-12) [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf); a cover letter (please highlight experience with housing and community development programs including your role in the projects); and a resume (please include membership and activity in industry organizations).

Please send your application materials to:

**Attn: Irena Baj-Wright**  
**Dept. of Administrative Services/SmART**  
**165 Capitol Avenue, 5 East**  
**Hartford, CT 06106**  
(860) 713-5391

[Irena.Baj-Wright@ct.gov](mailto:Irena.Baj-Wright@ct.gov) (include job title in subject line)

Confidential Fax: (860) 622-2843 (preferred method of submission)

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**NO PHONE CALLS PLEASE**



**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.