



City of Los Angeles

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City of Los Angeles Personnel Department

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DIRECTOR OF HOUSING

Class Code: 1568

Open Date: 07-11-14

ANNUAL SALARY

\$124,347 to \$158,208

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Director of Housing plans, directs and coordinates a large staff of professional, technical, skilled crafts, paraprofessional, and clerical employees engaged in the administration of the City's affordable housing development, home ownership, strategic planning and policy, and housing rehabilitation programs; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Two years of full-time paid professional experience as a Community Housing Programs Manager or in a position at that level which provides experience in the supervision of professional staff engaged in the administration of a government or private housing development, home ownership, development finance, asset management, occupancy monitoring, or rehabilitation program.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.
4. In addition to the regular City application form, each applicant is required to complete the Director of Housing Qualifications Questionnaire at the time of filing. The Director of Housing Qualifications Questionnaire is located within the Supplemental Question Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.

WHERE TO APPLY

Applications and Qualifications Questionnaires will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by THURSDAY, JULY 24, 2014.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years in the event that additional applicants need to be tested to meet hiring needs.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an Expert Review Committee may be assembled to evaluate each candidate's qualification for the position of Director of Housing. In this evaluation, the Expert Review Committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the Expert Review Committee as possessing the greatest likelihood of successfully performing the duties of a Director of Housing, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's experience and training as it relates to the knowledge of: principles, methods, techniques and federal, state, and local laws and regulations relating to affordable housing development, home ownership, housing rehabilitation, asset management and affordable housing policy; administrative procedures necessary to apply for and manage federal and state grants, as well as knowledge of local and private funding resources for housing development, home ownership, housing rehabilitation and asset management; major principles and practices of planning, implementing, administering, evaluating, and preparing contracts for housing development, home ownership, and housing rehabilitation programs; City's housing needs, resources, and programs; the organization and activities of agencies, organizations and businesses involved in housing development, home ownership, housing rehabilitation, asset management and affordable housing policy; affordable housing construction processes; supervisory principles and practices including Equal Employment Opportunity; City budgetary, administrative, personnel, and legislative rules and regulations; the ability to: plan, organize, direct, and evaluate the work of a variety of staff; measure the effectiveness of division's housing development, home ownership, housing rehabilitation and asset management programs; identify relevant issues and develop reasonable responses and solutions; identify priorities for public investment in affordable housing in order to make recommendations about where investments should be made and what investments should be made to achieve priority outcomes; prepare and present oral and written reports and recommendations; represent the Department before the City Council and its committees; interact and communicate with others in a way that is well organized, clear, relevant, concise, confident, and convincing; handle situations involving conflict; deal tactfully and effectively with public officials, employees, neighborhoods organizations, and the public; and other necessary knowledge, skills, and abilities.

Additionally, the interview board members will consider the information in the candidates' Qualifications Questionnaire in their overall evaluation of the candidates' job qualifications. Candidates may expect the interviewers to discuss the information on their Qualifications Questionnaire with them during the interview.

Candidates will be notified later by mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **SEPTEMBER 8, 2014 to SEPTEMBER 19, 2014.**

NOTES:

1. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.
2. Promotional candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in a class which provides qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
3. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit as indicated above, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
8. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment application by Personnel Department staff to ensure that the minimum qualifications have been met.
9. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.