



Koff & Associates
A Gallagher Company



CITY OF

OXNARD



OXNARD HOUSING DEPARTMENT

Assistant Director of Housing

(2 open positions)

THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

To learn more about the City of Oxnard, go to: www.oxnard.org



THE DEPARTMENT

The Housing Department's mission is to promote the general welfare of the City by remedying unsafe and substandard housing, and by relieving the shortage of affordable housing for City residents. This mission is consistent with the City's General Plan and laws governing our housing funds and resources.

The Housing Department strives to provide decent, safe, attractive, sanitary, and well-maintained housing for eligible low and very low-income families in a manner that promotes commitment, exemplary customer service, economy, efficiency, and the social well-being of the residents. This includes Affordable Housing Development, Homebuyer Assistance, Home Rehabilitation Assistance, Homeless Services, Economic Development, Fair Housing, Rent Stabilization and the Public Housing Authority which owns and operates 520 units of federally subsidized low-income public housing and 1,800 Section 8 Vouchers.

The passing of Measure 'E' (a one and a half cent sales tax) has brought nearly 60 new positions, including these two opportunities and an influx of new revenue for the City. This is an exciting time to join the City of Oxnard.

To learn more about the City of Oxnard's Housing Department, go to: <https://www.oxnard.org/city-department/housing/>



THE POSITION

Each of the Assistant Directors will be responsible for modernizing procedures, updating policies, and assessing, managing, and structuring systems and staff workload; this includes implementing process improvements and workflow efficiencies. These positions oversee day-to-day direction and administration including planning, managing, and coordinating program activities, evaluating operations, and developing recommendations. The Assistant Directors supervise a staff of approximately 52. The incumbents will be responsible for performing managerial activities in accordance with the organization's personnel policies, priorities, procedures, and applicable laws.



THE IDEAL CANDIDATE

The ideal candidates will be compassionate, strategic, and customer-focused leaders 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 candidates 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 Assistant Directors be relationship builders with effective leadership and management acumen, a positive presence with a commitment to excellence.

Key characteristics and attributes:

- Excellent change management skills.
- An effective and compassionate leader who is consistent, resilient, and creative.
- Knowledge of and ability to comprehend Federal (HUD), state (HCD) and local laws, codes and regulations pertaining to housing, homeless, business and employment programs, funding sources, waiting list maintenance, eligibility, and occupancy.
- Ability to prepare clear and concise reports and accurate statistical records.
- Legal and administrative problem-solving techniques associated with the management of rental assistance and affordable housing programs.
- Champions the mission, culture, and objectives of the organization.
- Demonstrates value and respect for all employees.
- High energy, integrity, and enthusiasm.
- Performs effectively as a team player. Values the ideas and opinions of others and routinely collects their input as part of the decision-making process.

QUALIFICATIONS

- Bachelor's degree in public/business administration, behavioral science, or related field.
- Four (4) or more years of experience in a public sector or highly regulated working environment interpreting and applying government regulations, including experience in a human service delivery organization coordinating social service programs for low-income families or a similar environment; two (2) or more years of related experience should be at a supervisory or management level.

COMPENSATION AND BENEFITS

The salary range for the Assistant Director of Housing is \$106,539 to \$161,423.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security.
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$1543.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

APPLICATION AND RECRUITMENT PROCESS

These positions are open until filled; however, the first review of applications will be February 11, 2022, so we encourage you to apply at your earliest opportunity.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/assistant-director-of-housing/>.

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.