



Koff & Associates  
A Gallagher Company



# Housing Director

CITY OF

OXNARD



CALIFORNIA



## THE COMMUNITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 195,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles southeast 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 development and manufacturing, and the U.S. Navy. Oxnard's harbor and beaches support a strong tourism industry. 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, 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.

## CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of the Mayor and six other councilmembers. The term of office is four years for all elected officials, with elections held every two years for three City Council seats at a time. All councilmembers are elected by district except the Mayor, who is elected at large during presidential election years. The City Treasurer and the City Clerk are also elected Citywide. The City Council appoints the City Manager and City Attorney. Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City which strikes a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change. Oxnard has a current all-funds budget of over \$760 million. The City employs 1,484 full-time employees within 12 City departments and the City Council.



## THE DEPARTMENT

The Housing Department, including the City's Housing Authority operations, is responsible for:

- Affordable Housing & Rehabilitation Programs
- Grants Management
- Homeless Services
- Public Housing
- Housing Choice Voucher / Section 8
- Mobile Home Rent Stabilization
- Rent Control & Tenant Protections

The department consists of 67 employees. The budget is \$8.6 million. The department has undertaken several projects and initiatives in the last few years, most notably the following:

- Conversion of 523 public housing units under the Rental Assistance Demonstration program
- Choice Neighborhoods Planning Grant (<https://choice.oxnard.gov/>)
- Development of a homeless shelter and permanent supportive housing in the downtown
- Acquisition and disposition of several properties to support revitalization of key commercial corridors
- Development of city owned parcels in downtown

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

## THE IDEAL CANDIDATE

The City is seeking a strong leader who will be instrumental in carrying forward improved organizational effectiveness and best practices throughout the Housing Department and the Housing Authority to build a better Oxnard.

The ideal candidate will be a strategic leader with strong skills in personnel management, a proven background in project implementation and completion, and expertise in partnership and team building. Excellent communication and interpersonal skills will be necessary to develop solid relationships with staff, city leadership, elected officials, community groups, housing advocates, and other key stakeholders. The selected candidate will have integrity, empathy, and an awareness for providing services in diverse communities along with the ability to navigate complex challenges and foster collaboration to find effective solutions. This is an ideal role for individuals with a passion for public service and who recognize the opportunity to create and establish an effective and efficient administrative infrastructure for long-term success in aligning program goals for the City and community needs.

Reporting to the Assistant City Manager, the Director prepares and monitors the budget and funding requests, directs the preparation of financial reports, and coordinates and approves expenditures. This position also prepares, monitors, and ensures the timely submission of all federal and state agency reports. The Housing Director will be available to respond to inquiries and complaints from various interest groups, federal officials, and citizens, and make presentations, including to the City Council.

### Key competencies and attributes include but are not limited to:

- An effective and supportive leader who is consistent, resilient, and creative.
- Knowledge of and ability to comprehend federal Department of Housing and Urban Development (HUD), state Department of Housing and Community Development (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

The selected candidate will possess the following qualifications to carry out the necessary job functions:

- Bachelor's Degree from an accredited college or university with major course work in business, public administration or a closely related field.
- Six (6) years of increasingly responsible experience in the development, administration, oversight, and management of project and programs related to housing services.
- Significant experience in a management and/or supervisory capacity.
- A Master's Degree is desirable.
- A National Association of Housing and Redevelopment Official (NAHRO), Certified Manager of Housing (CMH), or Public Housing Management (PHM) certification is desirable.
- Bilingual English-Spanish is highly desirable.





## APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, April 25, 2025.

To be considered, please submit a resume, cover letter, and five work related references (who will *not* be contacted in the early stages of the recruitment). Resumes should reflect years *and* months of positions held, as well as size of staff and budgets you have managed.

Please submit your materials to:

<https://koffassociates.com/oxnard-housing-director/>

For additional information, please contact:



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Website: <https://koffassociates.com/>

## COMPENSATION AND BENEFITS

The salary range for this position is \$147,202.59 - \$251,327.09

- 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 80 hours per fiscal year.
- Paid Annual Leave which accrues at the rate of 7.16 hours biweekly or 186.16 hours annually for employees with less than five years of service.
- Paid Bereavement Leave.
- The City provides \$1,956.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents. For employees who waive medical, the City will contribute \$500.00 monthly.
- The City contributes \$30.83 biweekly towards dental insurance.
- A Flexible Spending Plan.
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000.
- The City provides a short-term disability and long-term disability plan.
- The City contributes 4.5% of employee salary to a 401(a) deferred compensation plan (no employee match requirement).
- The City contributes 1% of employee salary to a retirement health savings plan.
- The City operates on a 9/80 schedule with every other Friday off.
- Twelve (12) paid holidays per year.

This position falls under the City's executive resolution and is part of the unrepresented group. The Housing Director is an Executive Classification as Department Head II. Here is the link to the executive resolution: <https://www.oxnard.gov/wp-content/uploads/Exec-Un-Rep-Reso-15622.pdf>

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.

