



City of Toledo
COMMISSIONER OF HOUSING SERVICES
DEPARTMENT OF NEIGHBORHOODS AND BUSINESS DEVELOPMENT
POSITION PROFILE

POSITION TITLE: Commissioner of Housing Services
DEPARTMENT: Neighborhoods and Business Development
REPORTS TO: Director of Neighborhoods and Business Development

*Resumes should be sent to Marquita.Chong@toledo.oh.gov. The position is open until filled. The first review of applications will begin March 15, 2019. This position is a Mayoral appointment. **No phone calls.***

ABOUT THE CITY OF TOLEDO

Founded in 1837 and the County seat for Lucas County, Toledo is the fourth largest city in the state of Ohio and covers 84 square miles. It is centrally located within the Great Lakes region and is less than two hours from Detroit, Cleveland, Columbus, and approximately four hours from Chicago, Cincinnati, Indianapolis, and Pittsburgh. Toledo has a high confluence of major roads and railways including Interstates 75, 280, 90, and U.S. Routes 23, 24, 20, 223, and 6. Toledo also has access to the Megabus and Amtrak stations.

Toledo has become well-known for its industry, particularly in automobile assembly and glass (hence the nickname, "The Glass City"). Toledo is now at the heart of the New Manufacturing Economy, which is entrepreneurial in spirit. The Toledo area recognizes and celebrates this spirit. Toledo is the perfect place to increase your opportunities - this area has talent, capital, and networks.

Generations of the region's residents recognized the Toledo area's extraordinary mixture of opportunity, culture, affordability, accessibility, and beauty and are dedicated to creating deep, lasting roots here. The cultural and social investments that were made in the past continue to welcome new generations today.

Mayor Wade Kapszukiewicz, who was Lucas County Treasurer 2004-2018, was elected Mayor of Toledo in November, 2017 and took the oath of office on January 2, 2018.

Toledo City Council is the legislative branch of City Government and operates in accordance with the provisions of the Charter of the City of Toledo, first adopted by the voters in 1914 and amended by the voters from time to time. Legislative authority in the City is vested in a twelve-member Council. Six members of the Council are elected at-large and six from districts; all for four-year terms. The Council is authorized to enact ordinances and resolutions relating to City services, tax levies, appropriating, and borrowing money, licensing and regulating businesses and trades and other municipal activities. The Council also has authority to fix the compensation of City officers and employees. The city has more than 2,600 employees and an annual budget of approximately \$251 million.

The City offers a competitive benefits package. For more information, contact the Human Resources department.

POSITION SUMMARY:

This position is responsible for overseeing the housing function in the Neighborhoods and Business Development (NBD) department, including affordable housing policy, programs and projects; developing new programs to create and/or protect affordable housing; developing and overseeing funding budgets, including HUD entitlement funds, related to affordable housing development; and providing information to the public on housing programs. Works with developers to create affordable housing through City subsidies or incentives. Serves as the department liaison to other departments and agencies on housing issues related to housing policy and provides leadership and coordination on housing policy issues. Responsible for overseeing and/or writing agreements for all related programs and projects. Works with the Planning Commission on relevant housing ordinances affecting housing development and affordability. Provides direction and supervision to staff working on housing projects and programs and other departments on housing issues; and other duties as assigned.

Other responsibilities include, but are not limited to:

1. Administer city HOME Investment Partnership Program (HOME) grant.
2. Reviews and underwrites rental and homeownership funding applications and refinance or loan modification requests.
3. Assist in meeting various federal and state funding requirements such as preparing environmental reviews, including associated legal notices, assisting in the Community Housing Development Organization (CHDO) (re)certification process.
4. Coordinate local efforts with community stakeholders to develop affordable housing for people with low and very low income.
5. Work in conjunction with local housing groups in planning regarding affordable housing and the homelessness coalition services.
6. Draft program policies and procedures that meet HUD and/or local housing program standards (depending on the source of funding).
7. Prepares request for proposals (RFPs) and reviews RFP applications in response to HOME and other funded programs.
8. Collaborate with, provides oversight of, monitors and evaluates the performance of regional HOME consortium partners and contracted non-profit agencies.
9. Administer contracts and review invoices of contracted agencies and HOME Consortium members, ensuring eligibility as defined by funding source and consistency with program budgets prior to approval for reimbursement.
10. Assist with preparing the HUD Consolidated Plan, Consolidated Annual Performance Report, HOME Citizen Participation Plan, and annual action plan.
11. Prepare and submits reports and presentations to the city, the HOME Consortium, and community groups to keep stakeholders informed of city housing initiatives.
12. Provide technical assistance to developers, non-profit organizations and other public and private entities relative to sources of project funding.
13. Represent the department and the city on various working groups.
14. Provide leadership and maintain a high level of personal and professional integrity and honesty.

Education:

Master's degree highly desired, Bachelor's degree required in Public or Business Administration, Community/Economic Development, Urban Planning, Public Policy, Urban Studies, or related field.

Desired Certifications:

NDC Housing Development Finance Professional Certification or equivalent

HUD HOME Certification Specialist - Administration

Other relevant certifications

Experience:

- A minimum of five years of experience in community and economic development to include experience working with HOME, CDBG, tax credits and other housing finance tools.

Requires knowledge an ability to/of:

- Use data gathering and assessment techniques related to housing need, market conditions, development tools for analysis of statistical and technical information to compile reports.
- Research complex issues, analyze data, apply documented community needs to design and implement programs, and prepares reports with recommendations.
- Applicable federal, state and local laws, regulations, codes and ordinances to analyze, interpret and apply laws, rules and regulations pertaining to housing and homelessness activities.
- Applicable community development, housing programs and homeless resources and provide coordination and oversight of complex programs and projects.
- Develop, implement, and evaluate of community housing systems and homeless services.
- Work on multiple projects simultaneously, set priorities, and meet deadlines required.
- Knowledge of Microsoft Office required.
- Ability to develop and maintain collaborative relationships with diverse constituencies required.
- Excellent verbal and written communication skills required.
- Excellent interpersonal skills required.
- Excellent customer service skills required.
- Analytical skills required.
- Ability to maintain confidentiality required.
- Experience in government environment preferred.