



CITY OF ANAHEIM

CALIFORNIA

invites your interest in the position of

Housing Authority Manager



Recruitment Services Provided by
Ralph Andersen & Associates

The City of Anaheim is seeking a collaborative and innovative Housing Authority Manager to provide strong leadership in a team-oriented environment. Under the direction of the Executive Director or assigned designee, the Housing Authority Manager plays a critical role at the Authority, works closely with leadership and is responsible for planning, directing and managing the Section 8 Housing Choice Voucher Program, Section 8 Project-Based Assistance program; and the Home Investment Partnership Program (HOME) while leading a team of technical and administrative staff to achieve the mission of the Housing Authority. To be successful in this transparent, inclusive, and collaborative organization, ideal candidates will have extensive experience with Section 8 housing programs combined with strong interpersonal skills, excellent written and verbal communication skills, and emotional intelligence.

THE COMMUNITY

Located in Orange County, approximately 25 miles southwest of Downtown Los Angeles, the City of Anaheim (population 356,000) is one of the nation's premier municipalities and California's 10th most populous city. Anaheim is a modern, diverse city with a proud history dating back to its 1857 founding. Anaheim is known worldwide as the home of the Disneyland Resort, including Walt Disney's original Disneyland Park. Professional sports teams include the Angels Baseball team and the Anaheim Ducks Hockey Team. Anaheim also boasts world-class meeting and entertainment venues, including the Anaheim Convention Center – the largest on the West Coast, the Honda Center, City National Grove of Anaheim, and the Anaheim Garden Walk. The City supports large, diverse employers, including the Walt Disney Company, Kaiser Permanente, L-3 Communications, Northgate Gonzalez Markets, and a number of four-star hotels. Anaheim is 52 square miles and has many housing options, including picturesque Anaheim Hills, historic and established downtown, and West Anaheim neighborhoods. The City maintains 57 parks for family enjoyment and owns two beautiful golf courses that offer a complete range of clubhouse facilities and amenities, as well as biking and hiking trails. Over the years, Anaheim has been transformed from a small farming community to major sports, entertainment, recreational, and industrial community. Boundless shopping, nightlife, and dining options add to the appeal of this world-class city. Anaheim's thriving visitor industry and business community help support the city's neighborhoods and make Anaheim a desirable city to live, visit, and raise a family.



THE CITY



Incorporated in 1876, Anaheim is a charter city operating under a Council Manager form of government. The City Council sets policy and represents residents and businesses at the local government level through District representation with six (6) district council members and a directly elected mayor serving the City, at-large. Anaheim is a full-service city supporting more than 356,000 residents, 23,000 businesses, and 30 million annual visitors. City operations represent a cutting-edge, award-winning agency with more than 2,950 employees and an adopted budget of \$2.0 billion, with \$510 million dedicated to the general fund. City departments include four departments directly appointed by the City Council: City Administration (City Manager), City Attorney, City Clerk, and City Treasurer, as well as the departments of Housing and Community Development, Economic Development, Community Services, Convention, Sports & Entertainment, Finance, Fire & Rescue, Human Resources, Planning & Building, Police, Public Utilities, and Public Works.

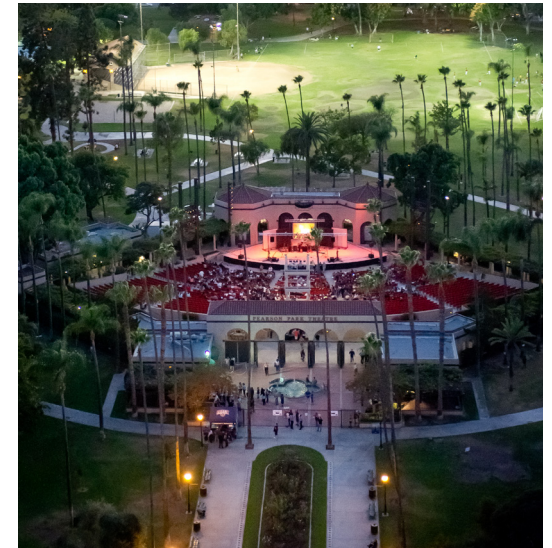
THE HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

The Housing and Community Development Department (HCD) oversees multiple housing programs designed to meet the varied needs of Anaheim's residents. Through a wide array of initiatives, the department provides vital support for very low- and extremely low-income individuals and families, with services ranging from short-term rental assistance to long-term housing solutions. Among these efforts are federally funded programs such as Section 8 rental assistance, the HOME Investment Partnership Program (HOME), the Housing Opportunities for Persons with AIDS (HOPWA), and the Emergency Shelter Grant – all of which play a critical role in increasing housing stability and preventing homelessness.

A major focus of the department is the development and preservation of affordable rental housing. HCD works closely with nonprofit and private developers to increase the supply of affordable units through financial incentives, land use assistance, and funding from sources like the HOME program, Low Moderate Income Housing Asset fund, Permanent Local Housing Allocation fund, the Anaheim Housing Trust Fund and Inclusionary Housing Ordinance In-Lieu funds. These efforts are vital to addressing the region's housing shortage and ensuring that working families, seniors, and individuals with special needs can access safe and affordable homes. Projects often include supportive housing developments that are integrated into the community and designed to serve residents for the long term.

Additionally, HCD actively promotes homeownership opportunities for low- to moderate-income households. This includes leveraging various resources, such as the Anaheim Housing Trust Fund to help residents achieve the dream of owning a home. By providing downpayment assistance, HCD makes homeownership more accessible in a competitive market. HCD also provides pathways to self-sufficiency through programs like the Family Self-Sufficiency program for Housing Choice Voucher households and the Workforce Development Center, which offers job training and employment services. By combining housing assistance, homeownership opportunities, and affordable housing development, the department fosters stronger, more resilient communities throughout Anaheim.

- [HCD Department Organizational Chart](#)



THE POSITION & IDEAL CANDIDATE

The Housing Authority Manager works under the general direction of the Executive Director or assigned designee, to plan, organize, direct, and review the activities and operations of the Housing Choice Voucher program and other assigned rental assistance programs. The top candidate for this position will possess excellent leadership and supervisory skills with the ability to build a culture of teamwork, trust, empathy, and effectively collaborate with a diverse staff. The ideal candidate will have the ability to contribute at the executive level; provide highly collaborative and ethical leadership; inspire and lead staff; and be recognized by the organization as being strategic, passionate, and committed.

The successful candidate will possess an approachable and engaging communication style that welcomes input and interaction with stakeholders and employees at all levels of the organization. This top-caliber individual will be confident and experienced at moving various initiatives forward with the ability to strategize and refine as needed to achieve full implementation.



Key Functional areas include:

- Assume management oversight responsibility for the operations and activities of the City of Anaheim rental assistance program under the Housing Authority, which includes the Section 8 Housing Choice Voucher Program; Mainstream, Veterans Affairs Supportive Housing (VASH) Program, Project-Based Voucher (PBV) Program, Housing Opportunities for Persons with AIDS (HOPWA), Emergency Housing Voucher (EHV) Program, Housing Information Systems, and functions to coordinate housing assistance activities with other City departments and outside agencies. Ensure compliance with all regulatory requirements. Works collaboratively with the Deputy Director in the development and management of program budgets. Monitor ongoing compliance of Project-Based housing projects with respect to occupancy levels, supportive and/or social service requirements, and ongoing property management issues. Work with the Affordable Housing and Federal Grants staff as new affordable housing projects are developed on leasing and ongoing occupancy matters.
- Participate in project management meetings and lead lease-up activities for affordable housing projects with project-based vouchers. Coordinate activities closely with Project Managers and Housing Developers to ensure Housing Quality Standards and accessibility standards are met.
- Manage approximately 40 staff and foster an environment of teamwork and collaboration. Represent the Housing Authority at industry meetings, including local, State, and/or federal working committees. Address all inquiries from the U.S. Department of Housing and Urban Development (HUD), congressional staff, and/or legal groups.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain experience and training is as follows:

Responsible experience in the management of housing authority programs including supervision and development of supervisory, professional, technical and clerical employees including knowledge of the practices and their application to a wide variety of housing authority programs; policies and procedures of Section 8 rental assistance, Housing Opportunities for Persons with AIDS (HOPWA) and other federal, state and local laws, regulations and codes including applicable Housing and Urban Development guidelines.

A bachelor's degree in public administration, psychology, social work, or other related field is highly desirable.



COMPENSATION AND BENEFITS

The salary range for the Housing Authority Manager is \$122,437 to \$183,655 DOQE. The City also offers an attractive benefits package that includes:

- **Retirement** – The City contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits. The benefit is 2.7% @55 for "Classic" members and 2% @62 for new members as defined by PEPR. Subject to employee contribution. Both the City and the employee contribute toward CalPERS retirement contributions. Retiree Health Savings Plans (RHS) – Employees will be enrolled in a Retiree Health Savings Plan; the City contributes 3% and an employee contributes 1%. This plan allows employees to save on a tax-free basis for medical premiums in retirement.
- **Health Plans** – The City offers three (3) HMO and two (2) PPO health plans. Vision coverage is included at no cost. Employees may waive medical coverage and receive a \$125/month opt-out credit when providing proof of coverage through another medical plan. Employees pay 1.45% towards the Medicare Plan.



COMPENSATION AND BENEFITS *CONTINUED*



- **Dental Plans** – The City offers employees two (2) dental insurance plans. The HMO plan is at no cost to the employee.
- **Vacation** – Employees accrue vacation hours at the rate of four (4) to nine (9) hours per pay period, depending upon length of service. New employees to the City normally start at four (4) hours per pay period. Employees are eligible for vacation leave upon completion of 13 pay periods.
- **Holidays** – ten (10) paid holidays provided per year.
- **Sick Leave** – Employees accrue sick leave at the rate of three (3) hours per pay period, equal to 78 hours per year. In January, employees with an excess of 175 hours will have the option to cash out their excess sick leave or defer to their 457 (b) plan.
- **Additional Leave** – After January 1st of each calendar year, employees receive sixteen (16) hours

of administrative leave (depending on date of hire) and one eight (8) hour floating holiday.

- **Other Insurance Benefits** – The City provides the opportunity to elect life insurance and accidental death and dismemberment (AD&D) insurance for employees and their eligible dependents. Short-term and long-term disability (STD and LTD) insurance coverage is provided at no cost to the employee.
- **Miscellaneous Benefits** –The City offers two flexible spending accounts, Health Care FSA and Dependent FSA, that reduce taxable income. The Deferred Compensation (457) Plan allows employees to save and invest money for retirement with tax benefits. Contributions can be made on a pre-tax and/or after-tax Roth basis to the 457(b) Plan offered by the City. REACH is the City’s Employee Assistance Program, which is free of charge to employees and their immediate family members. Some departments offer employees the opportunity to work an alternate work schedule. The Employee Transportation Center offers a Rideshare/ Transportation Incentive Program to minimize travel time and costs. Access to a credit union provides City employees with a variety of products, services, and benefits.



TO APPLY

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately. **Candidates should apply immediately by submitting a comprehensive résumé and a compelling cover letter via email to: apply@ralphandersen.com.** Confidential inquiries should be directed to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900.



The City of Anaheim is an Equal Opportunity Employer and values diversity at all levels of the organization.

www.anaheim.net