



SONOMA COUNTY, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

EXECUTIVE DIRECTOR

OF THE SONOMA COUNTY
COMMUNITY DEVELOPMENT
COMMISSION
& HOUSING AUTHORITY



THE COUNTY

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options – including inspiring coastline and beaches, the Russian River, over 200 award-winning wineries, and majestic redwoods. The County encompasses over one million acres of land and water, rich with parks, campsites, lakes and open space.

Sonoma County is home to almost 500,000 residents and offers a wide variety of restaurants, art and music festivals, farmers' markets, and concert venues. Local schools continually rank high on California's Academic Performance Index and the county boasts higher education opportunities with Santa Rosa Junior College and Sonoma State University. Business is quite diverse, with agriculture and tourism anchoring the local economy. The tourism industry generates over \$1 billion annually, and the County hosts over 7 million visitors every year.

Sonoma is a general law county, governed by a five-member Board of Supervisors who are fully committed to a mission and vision that value strong leadership, the highest quality customer service, engaged citizen participation, courteous and prompt assistance, and creating and preserving efficient and cost effective government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION

The Sonoma County Community Development Commission (CDC) is established as a separate public and corporate entity pursuant to Section 34110 of the California Health and Safety Code. The Board of Supervisors is designated as the Board of Commissioners of the CDC and as the governing board of the Housing Authority.

The CDC has been administering affordable housing programs since 1978. The CDC administers a range of programs designed to assist low to moderate-income homeowners and tenants and to encourage community and commercial revitalization. Rental assistance is offered to lower income tenants through subsidized rents (Housing Choice Voucher, Continuum of Care Rental Assistance, and HOME Tenant-Based Assistance programs). Development loans are made to finance construction of new rental and ownership housing. Grants are made in the flood prone areas of the county in order to elevate homes. Additional rehabilitation loans are offered to assist with health and safety repairs. Homebuyer loans are made to enable lower-income households to acquire homes at restricted prices. A broad range of actions are being newly implemented towards a goal of ending homelessness in the County by 2015.

Another function of the CDC is to encourage and support neighborhood and community preservation. This includes revitalization of distressed neighborhoods and improvement of public facilities (such as streets, sidewalks, sewer and drainage systems) in conjunction with other public

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agencies. The CDC also undertakes activities to upgrade commercial centers within the county's unincorporated areas.

MISSION STATEMENT

"The Sonoma County Community Development Commission is dedicated to promoting decent and affordable housing, revitalizing communities, and supporting public services that increase economic stability for County residents.

We are committed to providing services in an effective, efficient and respectful manner."

THE POSITION

The Sonoma County Community Development Commission is seeking a collaborative and experienced leader to become its next Executive Director. The current Executive Director will be retiring following 12 years of service as Director. Reporting to the Board of Supervisors who serve as the Board of Commissioners of the Community Development Commission, and working closely with the County Administrative Officer, the Executive Director plans, organizes, directs, and coordinates the CDC's programs and all operations of the Commission; provides and directs staff services to Commissioners and advisory committees; supervises staff; and performs related duties as required. The Executive Director provides leadership and administrative policy direction for the Housing Authority of the County of Sonoma, and the County's housing, redevelopment and community development programs. CDC resources include a staff of 43 full-time employees and a FY 15-16 budget of \$69 million.

CURRENT ISSUES & PRIORITIES

Principal issues and priorities that will need to be addressed by the successful candidate include:

Federal Regulations

The federal government periodically changes requirements governing programs operated by housing authorities. The Department of Housing and Urban Development (HUD)



has indicated it will implement a new administrative fee formula that will reduce the level of federal funding made available for the Section 8 Housing Choice Voucher program, and housing assistance payment funds are currently insufficient to cover the Housing Authority's share of contract rents. Sonoma County has maintained a fiscally conservative approach and there are enough reserve funds in the program for the near future. Given this trend, the new Executive Director will need to work collaboratively with the Board of Commissioners and staff to continually analyze the needs of the CDC and the resources available.



Affordable Housing Needs

Given the decreasing funding streams from HUD, the loss of redevelopment housing set-aside funding, and limited housing finance at the federal and state levels, the new Executive Director will need to continue administering other alternative sources of funding to supplement the need for new affordable housing. Local funding sources include inclusionary and workforce housing fees paid into the local County Fund for Housing, the Low- and Moderate-Income Housing Asset Fund comprised of income earned on post-redevelopment housing assets, and a portion of the County's voluntary set-aside of Redevelopment Property Tax Trust Fund (RPTTF) revenues received into the General Fund. As post-redevelopment Housing Successor for the cities of Sebastopol and Sonoma, the CDC also now owns three rental housing properties that are in need of physical improvements to maintain healthy living standards.

The 2015 Homeless Count identified 3,107 people who were homeless, 2,070 of whom were unsheltered. Sonoma County's real estate market is experiencing escalating rents and vacancy rates as low as 1.5%. As a result, lower-income households are potentially at risk of becoming homeless. In August 2015, the Board of Supervisors adopted the CDC's Building HOMES: A Policy Maker's Toolbox for Ending Homelessness, and directed staff to implement a work plan in 4 broad areas (Collaborative Engagement, Finance, Land Use/Regulatory Issues, and Policy) with the goal of creating 2,200 units of homeless-dedicated housing within 10 years. The new Executive Director will be charged with successful administration of this work.

Continuum of Care & Local Homelessness Programs

As the lead agency for the countywide Continuum of Care, the CDC is working to establish a Coordinated Intake system for single point of entry to homeless shelters and services, performs an annual point-in-time homeless count, and maintains the local Homeless Management Information System (HMIS). Grants from HUD, supplemented with local matching funds, provide the funding for this work; however, all of these areas

are impacted by continually changing and increasing federal requirements and other challenges. In addition, the County recently began several locally-funded homelessness initiatives, including Safe Parking, Homeless Outreach Services Team, Tiny Home pilot project, and development of a new homeless service center, shelter, and permanent supportive housing facility in the lower Russian River area. These projects are implemented through the CDC and require high levels of policy and program development, start-up and other predevelopment work, and ongoing contract management and oversight.

Redevelopment Projects

The CDC is contracted as staff for the Successor Agency to the former Sonoma County Community Redevelopment Agency and is charged with winding down the business of that Agency in compliance with the State Dissolution Law. As part of this work, the CDC is focusing on completion of two major redevelopment projects using remaining redevelopment funds: a mixed-use affordable housing and neighborhood center development in Roseland, and improvements to Highway 12 in the Sonoma Valley Springs area. CDC is also charged with administering a number of former redevelopment projects and programs using the County's voluntary set-aside of RPTTF revenue, including feasibility studies for potential wastewater solutions in the lower Russian River area, and a commercial rehabilitation and façade improvement program.

The ideal candidate will possess a track record of organizational efficiency and effectiveness.

QUALIFICATIONS & COMPETENCIES

The Executive Director of the Sonoma County Community Development Commission must be a highly skilled individual with extensive management and administrative skills, and have a strong understanding of housing and community development programs, including Housing Choice Vouchers

(Section 8), Community Development Block Grant (CDBG), HOME Investment Partnership, Emergency Solutions Grants, and Continuum of Care Programs. Knowledge of California Redevelopment law is helpful. The ideal candidate is a strategic thinker capable of implementation through teamwork and collaboration and must be able to communicate effectively with people from all walks of life, including tenants, elected officials, commissioners, executive team members, other county and city department staff, and the press.

The Executive Director will continue to promote the agency-wide objectives and guide the implementation thereof through programs and practices reflecting the Commission's vision, strategic plan and organizational culture. Specific qualifications include a Bachelor's degree with major coursework in urban studies, urban planning, public administration, public policy, business administration, economics, finance or a closely related field, and five years of public administration/management experience supervising professional staff engaged in housing rehabilitation, affordable housing policy/development and redevelopment or community development, including specific experience in financial, budget, program and organizational administration, analysis and planning. A Master's degree is desirable.

In addition to the foregoing requirements, the ideal candidate will possess:

- Inclusive, team-building management style
- Excellent oral and written communication skills
- Strategic orientation and ability to anticipate issues and problems
- Track record of organizational efficiency and effectiveness
- Strong leadership and staff coaching skills; can continue leading a strong management team
- Focused on both internal and external customer service
- Track record of solid budgeting experience and expertise
- Flexible and unbiased, with a high level of integrity
- Creative and visionary
- A desire to work in a collaborative environment with the County Administrative Officer, other county departments, and numerous community stakeholders
- Ability to work positively and effectively with the Board of Supervisors

COMPENSATION

The annual salary range is \$142,592-\$173,356 and is dependent upon qualifications. The County of Sonoma offers a competitive total compensation package including:

Retirement – County Retirement Act of 1937. Retirement is fully integrated with Social Security. With the pension reform, new employees as defined and eligible will receive a 2.7% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity and pursuant to PEPR, will receive 3% at 60.

Paid Time Off – Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.

Health Plan – Variety of health plans (a PPO, EPO, three HMOs, and two deductible HMOs) with a County contribution toward the premium of approximately \$500 per month.

– Excellent dental, vision, disability, life insurance, professional development and more. Additional details on employment for management employees may be found in the Salary Resolution located at:

<http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>

– A cash allowance (in addition to base monthly salary) of approximately \$600 per month, and a vehicle allowance of \$215 per pay period.

IRS 457 Plan – Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical – County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/ benefits.

Important Note – Benefits described herein do not represent a contract and may be changed without notice.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

www.bobmurrayassoc.com

to apply online.

**Filing Deadline:
May 6, 2016**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with Sonoma County. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Gaeta Phillips or Mr. Gary Phillips at :

(916) 784-9080