



The Housing Authority of the County of Santa Cruz



*invites your interest for the
position of*
**Director of
Property
Management
and Client Services**

The Community

Situated at the northern tip of the picturesque Monterey Bay, Santa Cruz County with a population of almost 270,000 residents is ideally located 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of San Jose and the Silicon Valley. The four incorporated cities within the County are: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Santa Cruz County provides an exceptional quality of life with over 29 miles of pristine beaches, majestic redwood forests, an abundance of outdoor activities, a thriving wine industry, and temperate year-round weather. The sun shines 300 days a year as residents enjoy the Mediterranean climate, low humidity and mild weather cycles. The State of California owns and maintains over 42,000 acres of parks in the coastal and mountainous areas of the County, with the County maintaining an additional 850 acres of parkland. The local educational system includes: U.C. Santa Cruz, Cabrillo Community College, and several highly rated high schools. The local economy is strong, highlighted by the industries of agriculture, tourism, high technology and the service sector. Santa Cruz County provides a beautiful setting and presents an ideal location in which to live, work and play.



The Housing Authority

The Housing Authority of the County of Santa Cruz was created in 1969 with the charter to provide housing and rental assistance for the county's low-income residents. The Housing Authority is an independent public entity, separate and distinct from the County government. However, cooperation and interaction occur between the Housing Authority, the County, and each of the incorporated cities. The Housing Authority acts as the sole public housing authority for each of the localities within the county and administers federally funded rental assistance programs for the cities of Hollister and San Juan Bautista in neighboring San Benito County. Since its inception in 1969, the Housing Authority has increased the number of families assisted to over 5,000 and now brings the county over \$100 million annually in housing assistance funds.

The Housing Authority is governed by a seven-member Board of Commissioners. The County Board of Supervisors, on an at-large basis, appoints the Commissioners. Two of the Commissioners must be program participants of the Housing Authority, of which one must also be over 62 years of age. The Agency has been designated as "High Performing" by HUD for over 20 years. It employs 58 staff, including 6 staff in the Property Management Department, and operates with an annual budget of \$119 million (of which \$104 million are pass-through funds in the form of housing assistance payments to landlords on tenant's behalf). Current programs include administration of Housing Choice Voucher ("Section 8") program (5,154 vouchers including 368 VASH), 70 units of USDA farm worker housing, and 15 tax credit apartments. The Housing Authority has also established New Horizons Affordable Housing and Development, an affiliated nonprofit organization which exists to act as the owner and property manager of Agency owned sites and is currently working on developing a new 20-unit affordable property on the west side of Santa Cruz. The Housing Authority and our non-profit affiliate plan to begin providing a variety of additional programs and services for residents and program participants over the next two years.

Mission Statement:

The mission of the Housing Authority of the County of Santa Cruz is to promote access to quality affordable housing, utilize housing as a platform for improving quality of life, and support inclusive, healthy and sustainable communities free from discrimination.

The Position and Ideal Candidate

The Director of Property Management and Client services is responsible for the overall planning and administering of programs and services to meet the goals and objectives for the Property Management and Client Services department. The Director of Property Management and Client Services is responsible for the oversight and of the agency property portfolio and upcoming development activities as well as client services for Residents and program participants.



As part of the agency's core executive team, the Director will be a collaborative, participative, entrepreneurial, and relationship-based manager who provides exceptional leadership to the organization. The Property Management and Client Services Director will provide direct supervision to the Property Management Assistant Director, and general supervision to all other employees of the department. This key management position reports to the Deputy Executive Director.

The ideal candidate will be an active, engaged, and hands-on leader with strong computer skills, writing and presentation skills, and a background in property management, building trades with a focus on housing related programs including affordable housing programs, social or community service organization, or in a similar environment within either the public or private sector. Experience with property management and/or building trades, and affordable housing programs strongly preferred. This would include knowledge of a wide variety of affordable housing programs and landlord and tenant rights and obligations under the law. The Director will be a role model for the high level of customer service expected in the delivery of service, and will ensure a culture of trust, teamwork, and professionalism exists throughout the department. A high level of self-initiative, a data driven and results-based approach to problem-solving, and the ability to utilize creative approaches to meet the organization's Mission are essential attributes.

This position requires any combination of education and experience that would likely provide the required knowledge and abilities to perform this role. A typical way to obtain the knowledge and abilities would be a minimum of five years management experience in property management, housing management, social service organization, or real estate. At least three years' experience supervising staff. A Bachelor's degree from an accredited college or university with major coursework in business or public administration, real estate, planning, or a related field is required. A Master's degree is preferred, as is experience related to property management, social or community services organizations, or a similar environment within either the public or private sector.



Compensation and Benefits

The Housing Authority of the County of Santa Cruz offers a competitive salary and excellent benefits package. The salary range for this position is \$124,068–\$150,804 annually, DOQ. The benefits include:

- ◆ Retirement: CalPERS with a 2% @ 62 formula. Employee pays the 6.25% employee portion of the contribution. “Classic” CalPERS members may be eligible for placement on other pension tiers. The Authority does not participate in Social Security.
- ◆ Holidays: 15 paid holidays annually.
- ◆ Hybrid Work Program – Remote work option for qualified staff.
- ◆ Alternative Work Schedule options allowing more flexibility
- ◆ Health Benefits: The HA contributes a fixed amount toward employee and dependent health, dental, and vision insurance. Employee can pay premium costs with pre-tax dollars through a Section 125 plan.
- ◆ Vacation: Accrual at the rate of 132 hours annually during the first five years of service. Accrual rate increases to 156 hours annually after five years.
- ◆ Deferred Compensation: Two voluntary 457 programs are offered and are paid by employee.
- ◆ Sick Leave: Accrual on an hourly rate equivalent to 96 hours annually.
- ◆ Administrative Leave: 40 hours of annual administrative leave with option to cash out unused balance at the end of each fiscal year.
- ◆ Life, AD&D, Short-term and Long-term Disability Insurance: The Housing Authority provides Life, Accidental Death & Dismemberment, Short-term and Long-term Disability insurance to eligible employees.



The Process

If you are interested in pursuing this desirable career opportunity, please submit your cover letter with resume to hr@hacosantacruz.org

This position is open until filled.

If you have any questions regarding this position, please feel free to contact Kathleen Kiyabu at 831.454.5905 or by email: HR@hacosantacruz.org