

Compensation and Benefits

HACSC offers an attractive compensation and benefits package. The salary range for these positions is \$100,600–\$150,900 annually, DOQ. The benefits include:

- ◆ Retirement:
 - Classic PERS members participate in a 2% @ 55 formula. The Housing Authority pays 6% of the 7% normal member contribution
 - New PERS members participate in a 2% @ 62 formula with the employee contributing 6.25% of the member contribution.
- ◆ Medical Insurance: the Agency contributes up to \$1,728.74 per month toward the purchase of insurances or up to \$425 taxable cash if no medical is elected.
- ◆ Dental/Vision Insurance: the Agency pays the premium for employee and dependents.
- ◆ Long Term Disability: Provided by the Agency at no cost to the employee. The coverage provides 66-2/3% of the employee's regular monthly salary, to a \$7,500/mo.
- ◆ Vacation: Accrual rate from 120 to 240 hours annually based upon the employee's salary grade and years of service.
- ◆ Sick Leave: 96 hours per year.
- ◆ Bereavement Leave: 3-5 days paid leave.
- ◆ 9/80 Work Schedule: Offices are closed every other Friday.
- ◆ Additional Benefits: Flexible spending account, employee assistance plan and educational reimbursement program. Management level positions may also be eligible for additional benefits.



To Apply

If you are interested in applying for this exciting career opportunity, please forward a letter of interest, your resume with current salary and five work-related references (who will not be contacted until mutual interest is established) to the attention of:

Paul Kimura and/or Cris Piasecki
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



This final filing date for these recruitments will be March 20, 2015.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Cris Piasecki at 408-234-2025 or crisp@averyassoc.net.



The Housing Authority of the County of Santa Clara



*invites your interest
for the positions of*

Assistant Directors of Housing (2)

The Housing Authority of the County of Santa Clara

The Housing Authority of the County of Santa Clara (HACSC) was established in 1967 by the Santa Clara County Board of Supervisors, to operate as an independent local government agency to administer the federal rental assistance programs authorized by the United States Housing Act. Since 1976, HACSC has operated the federal rental assistance programs of the County of Santa Clara and the City of San José as one program. In 2008, Congress designated HACSC a Moving to Work (MTW) demonstration agency. Since then, HACSC has achieved the notoriety of being the first housing authority in the nation to earn a “Strong Performer” ranking by Standard & Poor’s, the highest designation given to public agencies.



The agency assists approximately 17,000 households through the federal rental housing assistance (Housing Choice Voucher, also known as Section 8) program. The agency is also charged with control and management of affordable rental housing properties. The majority of program funding comes from the U.S. Department of Housing and Urban Development (HUD). Programs and properties are targeted to assist low, very low and extremely low-income households. More than 80% of client households are extremely low-income families, seniors, veterans, persons with disabilities and the formerly homeless. Working together with landlords, housing developers, charities and local governments, the agency strives to provide housing and support services to as many eligible families as possible.

HACSC operates under the mission “to provide and inspire affordable housing solutions to enable low-income people in Santa Clara County to achieve financial stability and self-reliance.” As a MTW demonstration agency, they also strive to meet the following three MTW statutory goals established by Congress:

- ◆ Decrease administrative costs and increase cost effectiveness in housing program operations,
- ◆ Promote participants’ economic self-sufficiency, and
- ◆ Expand participants’ housing choices.

Please see the HACSC website (www.hacsc.org) for more information.

The Organization

The HACSC organizational structure consists of an Executive Director, a Deputy Executive



Director/General Counsel, a Chief Financial Officer/Director of Finance, and Director of Housing who collectively oversee a team of 130 employees in a wide range of professional and administrative positions. The staff of this well-managed, dynamic organization operates in a cohesive, team-oriented fashion and are committed to the mission of HACSC. The team is dedicated to providing and inspiring affordable housing solutions to enable low-income people in Santa Clara County to achieve stability and self-reliance.

The Positions and the Ideal Candidate

There are two positions for Assistant Director, both reporting to the Director of Housing and both will serve as a member of the senior management team. The Assistant Directors will have day-to-day responsibility of management and oversight of the operations of a division within the Housing Department of the Housing Authority.



One position will oversee the Section 8 Occupancy Division, including the Section 8 Housing Choice Voucher Program and other programs and activities. The other Assistant Director will oversee the Affordable Housing & Section 8 Leasing Division. Both positions will play a key operational role and will need strong leadership and strategic organizational and planning skills to implement a consolidation of housing programs and real estate operations. The Assistant Directors will also need to identify and implement needed policy changes and strive toward continuous improvement. A collaborative management style will allow the Assistant Directors to build on and foster a team

environment, prioritizing integrity and ethical standards towards agency goals and objectives.

The desired experience for both positions would include a minimum of seven years of increasingly responsible management experience in affordable housing programs. A BA degree in Social or Behavioral Science, Public or Business Administration, or related field is required. For the Affordable Housing & Section 8 Leasing position, the following are desirable: Knowledge of financing products, as well as knowledge of California property management laws, LIHTC portfolio of at least 500 units. A Master’s degree is preferred for both positions.

