

Associate Director (Energy Efficiency and Housing Rehabilitation) - RE-ADVERTISEMENT

Title: Associate Director (Energy Efficiency and Housing Rehabilitation) - RE-ADVERTISEMENT

State Role Title: Program Administration Manager III

Hiring Range: \$93k - \$103k

Pay Band: 6

Agency: Dept of Housing & Community Development

Location: Main Street Centre

Agency Website: <https://dhcd.virginia.gov/>

Recruitment Type: General Public - G

Job Duties

THIS IS A RE-ADVERTISEMENT. PREVIOUS APPLICANTS WILL HAVE TO RE-APPLY TO BE CONSIDERED.

The Virginia Department of Housing and Community Development (DHCD) is seeking a knowledgeable and driven leader to provide strategic management to program innovation and efficient implementation directed to provide affordable housing for low income and special needs citizens and others who cannot find adequate housing resources.

The Division of CD & Housing provides a policy, administration and implementation framework for a range of housing development, preservation and service programs. These programs provide targeted assistance to serve populations across the Commonwealth, focusing on meeting the housing needs of low-income persons, persons experiencing homelessness and at risk of becoming homeless, and special needs populations. Areas of emphasis include affordable housing (homeownership and rental opportunities), housing preservation, housing for special needs populations and preventing and ending homelessness.

The selected individual will lead the Office of Energy Efficiency and Housing Rehabilitation under the Division of Community Development and Housing by facilitating the distribution of resources for programs addressing energy efficiency in housing and rehabilitation. This key role will be responsible for creating synergies of programs targeted to affordable housing production, preservation, rehabilitation, and development including HIEE, Resiliency, Weatherization Assistance Program and

other related housing rehabilitation programs. To assist with continuing agency growth, this role will manage multiple new programs and develop teams to support new programs to support energy efficiency and housing rehabilitation. The selected individual will ensure effective collaboration efforts with aligning programs to assure sharing of knowledge, decisions, appropriate integrations, and resources.

The Virginia Department of Housing and Community Development (DHCD) is committed to creating safe, affordable, prosperous communities to live, work, and do business in Virginia.

Minimum Qualifications

- Considerable knowledge and experience with state and federal housing programs, involving extensive personnel supervision, and managing fiscal resources.
- Considerable knowledge of state and federal programs designed to provide low and moderate housing development assistance and support addressing the needs of special needs populations.
- Considerable knowledge in program and policy development, and overall strategic financial and budget management, allocation, and planning, including creating, monitoring and managing annual budgets.
- Skilled in strategic leadership, government program management, and staff management
- Ability to research and analyze data, program outcomes, and apply findings to program improvements and innovations.
- Significant problem-solving abilities and capacity to apply problem solving to program specific situations.
- Demonstrated ability and skill to negotiate sensitive issues, resolve problems, and effectively communicate both orally and in writing with all levels of government officials, client groups and the public.
- Strong interpersonal skills and ability to work in a strong team environment, including supporting peers and subordinates, navigating conflict, and creating a positive culture.
- Ability to develop, coach and mentor direct reports and provide foundation for strong collaboration, direction, and communication.
- A valid State Driver's License is required to operate a state vehicle or if operating a personal vehicle while conducting business on behalf of the agency.

Additional Considerations

- Knowledge of Resiliency Programs, emerging housing innovations, and policies related to affordable housing production, development, preservation, and residential energy efficiency is preferred.
- Considerable experience implementing programs targeted to housing development, preservation, energy efficiency, and corresponding financial grant and budget management.
- Considerable knowledge of energy efficiencies in housing innovations, housing rehabilitation programs, Weatherization Assistance Program, and other similarly

funded program operations.

- Considerable knowledge of the state legislative and budget process.

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.

DHCD only accepts online applications. Faxed, emailed, and mailed applications will not be accepted for consideration.

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For consideration, a completed application or an application with an attached completed resume must be received online by 11:55pm on the "Job Close Date".

Employment is contingent upon satisfactory results of a state and federal criminal history background check, employment reference check and E-Verify. Other financial, credit, driving, or other background checks prior to employment may be required for certain positions. The selected candidate must complete a Statement of Personal Economic Interests as a condition of employment, if applicable (Va. Code § 2.2-3114).

Equal Opportunity Employer: It is the policy of the Commonwealth and DHCD that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.

State agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If accommodations are needed with the application and/or interview process, please contact the Human Resources Office at recruitment1@dhcd.virginia.gov.

Contact Information

Name: Human Resources

Phone: hr@dhcd.virginia.gov

Email: hr@dhcd.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: [Career Pathways](#) for Individuals with Disabilities, or call DARS at 800-552-5019, or DBVI at 800-622-2155.

Please apply at:

<https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=509914&SourceTypeID=796&sLanguage=en-us>