

POSITION ANNOUNCEMENT

06/20/2024



Executive Search for:

Stabilization Director at Oregon Housing and Community Services

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INTRODUCTION



Oregon Housing and Community Services (OHCS) is seeking a Stabilization Director to provide executive leadership for the Housing Stabilization Division, guiding the team toward a compelling and engaging vision that they are passionate about.

ABOUT THE STATE OF OREGON



Oregon's state government is composed of three government branches: Executive, Legislative, and Judicial, as well as a system of commissions wherein citizens are appointed by the Governor and confirmed by the Senate. Made up of seven diverse regions, Oregon has the ocean, mountains, valleys, high desert, cities, small towns, and almost everything in between.

With over 40,000 employees working all over the state, in small communities and large, the State of Oregon is proving that government can be innovative. Working as a team, the state challenges itself to be better, faster, and more efficient with taxpayer dollars.

The state government is responsible for caring for the everyday needs of a diverse population and thriving business community and simply must have the best and brightest workforce. If you take responsibility for your actions, are passionate about helping others succeed, and have a reputation for excellence and honesty, why not make Oregon state government your next career move?

OREGON STATE MOTTO

"She flies with her own wings"

ABOUT OHCS



Oregon Housing and Community Services (OHCS) provides resources for Oregonians to reduce poverty and increase access to stable housing. Our intentional focus on housing and community services allows the agency to serve Oregonians across the housing continuum, including preventing homelessness, providing housing stability support, financing the building and preservation of affordable housing, and encouraging homeownership.

OHCS is placing a greater emphasis on strategic planning and the way we invest our resources. Recently, we have restructured, refocused, and reimagined our agency. Our work has led to an increased emphasis on data, research, and customer service. We are carrying that effort forward with the [Statewide Housing Plan](#). The plan articulates the extent of Oregon's housing problem and what we can do to address it. OHCS committed to the Housing Stability Council and our stakeholders that the plan will be responsive to the needs of the state.

OHCS released its [2022 Progress Report](#) to update the agency's significant progress in meeting the goals outlined in the 2019 Statewide Housing Plan. We are now more than halfway into the five-year plan.

ABOUT OHCS



MISSION

We provide stable and affordable housing and engage leaders, to develop an integrated statewide policy that addresses poverty and provides opportunity for Oregonians.

VISION

All Oregonians have the opportunity to pursue prosperity and live free from poverty.



POSITION DESCRIPTION



LOCATION

Hybrid; this position has some requirements for in-person work in Salem, Oregon

COMPENSATION RANGE

\$105,528 - \$163,236

The Housing Stabilization Director will provide executive leadership for the Housing Stabilization Division, guiding the team toward a compelling and engaging vision that they are passionate about. This role involves managing relationships at all levels- subordinate, peer, supervisory, and external. The Director will foster a culture of accountability, ensuring a clear understanding and consistent achievement of objectives.

Key responsibilities include making informed leadership decisions that align with division goals and withstand misaligned external pressures. As the primary decision maker for teams and programs, the Director will lead with emotional intelligence and political savvy to discern when to exercise decisive leadership and when to engage in power sharing and embrace comfort with non-closure.

Leading by example, the Director will build a management team committed to delivering results and developing staff based on their expertise, knowledge, skills, and abilities. Additionally, the Director will ensure the division's organization and coordination, supporting the broader agency's functions and resources to achieve its adopted goals.

PRIMARY RESPONSIBILITIES



STRATEGIC PLANNING

- Manage policy, budget, coordination, and strategic planning.
- Lead the development of agency policy and philosophy of program delivery under the Division.
- Work with the executive team, legal counsel, or other advisors to plan, develop, and recommend new strategies for providing efficient and effective programs and services, including administrative rule changes, proposed legislation, grants, and contracts.
- Advise the Senior Leadership on matters pertaining to programs and services delivered.
- Advise the Senior Leadership of the costs and impacts of new legislation, both state and federal, which may affect the delivery of OHCS programs, or the way in which they are administered.

PRIMARY RESPONSIBILITIES



ADMINISTER HOUSING STABILIZATION PROGRAMS

- Plans, directs, controls, develops program, policy and budget, and monitors compliance, outcomes and impacts of the Housing Stabilization Division, including federal and state programs.
- Implements new programs/legislation provided to OHCS in a manner that is consistent with OHCS values and meets the timing and other expectations provided through the funders.
- Develops strategy for grant programs. Programs under the purview of this position include but are not limited to:
 - Create and maintain shelters across the state
 - Rehouse Oregon's most vulnerable populations
 - Provide long-term rental assistance
 - Prevent evictions
 - Resource tenants and landlords to best support housing options for low-income families
 - Create assets building pathways
 - Provide anti-poverty services
 - Weatherize homes and provide utility bill payment assistance for low-income families
- Develops, recommends, and administers division budget.
- Develops and maintains service-level goals and objectives.
- Develops and maintains staff performance measurements in relation to program delivery goals.

PRIMARY RESPONSIBILITIES



AGENCY REPRESENTATION

- Represents the agency publicly in matters pertaining to OHCS programs and services.
- Works with agency legal counsel to assist in litigation against OHCS regarding delivery of programs.
- Appear and speak at public meetings, or to the media, to explain OHCS programs.
- Testify before state and federal committees, commissions, legislative bodies, etc. on matters pertaining to OHCS programs and services.
- Consults and plans with agency stakeholders to ensure understanding of and compliance with state and federal housing laws and regulations.

STAFF ADMINISTRATION

- Plans, assigns, and approves work, including the development, implementation, and revision of position descriptions.
- Prepares annual performance reviews and discusses with employee; recommends appropriate personnel actions.
- Disciplines/rewards staff according to policy and bargaining agreement.
- Investigates, responds, and facilitates resolution of grievances and complaints.
- Facilitates recruitment by interviewing, reference checking, and making hiring decisions in accordance with agency policy and goals.
- Evaluates and implements staff training needs.
- Reviews and approves timesheets and leave requests.

PRIMARY RESPONSIBILITIES



STAFF ADMINISTRATION (CONTINUED)

- Handles personnel issues expeditiously according to procedures and collective bargaining agreement.
- Incorporates affirmative action and equity, diversity and inclusion strategies into all hiring, retention, training, and management decisions in order to increase cultural awareness and diversity within the division.
- Creates and maintains a work environment that is respectful and accepting of diversity. Sets clear guidelines for expected behaviors and clear methods for reporting inappropriate behaviors.
- Ensures all customers, stakeholders, partners, and coworkers are treated with dignity and respect.

MINIMUM REQUIREMENTS

- Seven (7) years of supervision, management, or progressively related experience OR
- Four (4) years of related experience and a bachelor's degree in a related field

ADDITIONAL DETAILS



The individual in this position must perform position duties in a manner that promotes customer service and harmonious working relationships, including being a leader in workplace diversity and inclusion; treating all persons courteously and respectfully; actively engaging in and promoting a positive work environment; developing good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

This position is subject to and must pass a criminal records check.

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NEXT STEPS



Click [here](#) to apply to be the next Stabilization Director for Oregon Housing and Community Services.

**THANK YOU, AND WE
LOOK FORWARD TO
WORKING WITH YOU.**

