



Director of Housing

FLSA Designation: Exempt - Executive

Pay Grade: 13

The Director of Housing creates and implements the City of Ketchum's community housing initiatives. They maintain a broad view of the community's housing needs to cultivate and promote solutions, while integrating complementary activities focused on social services and community and economic development. This leadership role requires considerable initiative and independent judgment on issues that are both complex and political in nature. The work is performed under the general direction of the City Administrator.

Essential Functions

- Manages the City's Housing Department budget
- Oversees Ketchum's Housing Action Plan and implementation, including staffing, consultants, and providing direction and guidance for community housing partners
- Administers federal and state funds for local housing development, where applicable, including oversight of compliance with various regulations
- Creates and manages Request for Proposals, Quotes, or Information processes for developers and housing partners
- Develops housing programs relevant to a resort community
- Manages partnerships with affordable housing developers and other community-based partners to cultivate community resources and developments into housing solutions
- Works with Ketchum, Blaine County, and staff from nearby municipalities to ensure housing goals are supported county-wide
- Proposes zoning updates to achieve housing plan objectives
- Tracks Housing Plan progress and provides updates to the Mayor and City Council
- Maintains a database of subsidized and city-owned units, including those at risk of nearing the end of their deed restriction term, which keeps them affordable
- Monitors rental rates to identify outlier increases and economic trends
- Performs other duties as assigned; nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements

- Functional knowledge of short-, mid-, and long-term project management methods and techniques, including principles and practices of housing development, programs and

Director of Housing

policy, planning and zoning, business operations, fundraising, grant writing, and budgeting

- Proficiency in contract management, conflict resolution, and partnership facilitation
- Strong organizational skills and an ability to coordinate complex activities, prioritize conflicting demands, and meet deadlines
- Capable of planning, organizing, managing, and implementing a variety of complex community projects, functions, and activities to achieve housing program objectives
- Expertise in understanding, interpreting, explaining, and complying with applicable laws, regulations, ordinances, and policies related to housing programs and development
- Ability to represent the City effectively by presenting sensitive topics and collecting community feedback through public meetings, presentations, and focus groups
- Proficiency in mobilizing community resources and engaging public participation in programs and projects
- Expertise in presenting policy findings and other recommendations, both orally and in writing
- Capability to operate a computer with demonstrated proficiency, using contemporary databases, word processing, and spreadsheet software applications

Acceptable Experience and Training

- Bachelor's degree in community development, urban planning, public administration, sociology, economics, business, finance, or related fields
- Graduate degree preferred
- Five to seven (5-7) years' progressively responsible experience involving the development and coordination of a fast-paced and high-growth business, social enterprise, or similar environment, or
- Any equivalent combination of experience and training, which provides the knowledge and abilities necessary to perform the duties of this job

Licenses and Other Requirements

- Valid Idaho driver's license with an acceptable driving record
- Applicants must be able to pass a background check

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permit the employee to understand verbal instructions and to communicate effectively
- Sufficient visual acuity which permits the employee to perform the above duties
- Sufficient manual dexterity to perform office functions and operate office equipment
- Sufficient physical ability to perform the above duties
- While performing the duties of this job, the employee will occasionally need to lift, carry, push, or pull up to 30 pounds.

Director of Housing

- Jobs in this class require performing repetitive hand movements and will require sitting, standing, and walking.
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.