



Texas Department of Housing & Community Affairs  
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Austin, TX 78701  
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Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Executive Director, Texas Department of Housing & Community Affairs

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| <b>Job Posting Number:</b><br>19-006                    | <b>State Classification:</b><br>Executive Director            |
| <b>Division:</b><br>Executive                           | <b>State Pay Grade:</b><br>B31                                |
| <b>Department:</b><br>n/a                               | <b>Posting Date:</b><br>September 27, 2018                    |
| <b>Established Work Hours:</b><br>8:00 A.M. – 5:00 P.M. | <b>Application Deadline:</b><br>Open Until Closed By Division |
| <b>Starting Salary:</b><br>\$ 13,333.34 - \$15,007.00   | <b>Duration:</b><br>Full Time                                 |
| <b>Number of Openings:</b><br>1                         | <b>Location:</b><br>Austin, Texas                             |

#### GENERAL DESCRIPTION

With the approval of the Governor, the Executive Director (Director) of the Texas Department of Housing and Community Affairs (TDHCA) is employed by the TDHCA Governing Board (Board) and serves at the pleasure of the Board. The Director:

- Performs highly responsible (senior-level) professional administrative and organizational duties for the work of TDHCA operations as set forth by Chapter 2306, Texas Government Code, and other relevant statutes. This work involves interpreting, administering, and directing the enforcement of all laws, rules, regulations and statutes regarding agency operations; establishing agency goals, strategic plans, objectives, standards, and procedures aligned with policy guidance and direction from the Board; and appointing and removing personnel employed by TDHCA.
- Organizes and oversees the work of TDHCA with exemplary leadership and sound organizational management that promotes efficient and effective operations.
- With oversight by the General Counsel provides legal analysis and advice to the members of the Governing Board and provides assistance to the General Counsel and Legal Division developing legal analysis and strategy. This is applicable only if the Director has an active Texas license to practice law.
- Assists the Governor and legislature in coordinating federal and state housing programs.
- Develops and implements operational and administrative policies established and approved by the Board defining the responsibilities of the Executive Director, the governing board and TDHCA staff, procedures, rules and regulations; establishes priorities, standards and performance measures that determine progress in meeting TDHCA goals; establishes and maintains internal systems for monitoring, control and reporting.
- Through leadership, example and daily conduct, promotes and ensures integrity, security, honesty, and fairness in the operation and administration of TDHCA.

- Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## **SPECIFIC JOB FUNCTIONS**

- Directs the management of operations and activities of TDHCA in accordance with state and federal laws, rules, regulations and statutes; establishes and enforces TDHCA goals, objectives, standards, operating policies, procedures, rules, regulations and methods.
- Establishes strong relationships and coordinates TDHCA operations with federal, state and local government officials and agencies, as well as private sector organizations, whose cooperation and support are important to TDCHA programs.
- Provides proactive leadership, direction, guidance and assistance to direct report deputies, division directors and other key TDHCA staff in day-to-day operations and periodically reviews procedures to make certain that they are efficient, effective and responsive to the needs of the TDHCA and its constituents.
- Adapts TDHCA methods and procedures to meet legislative changes and changes in operating needs; oversees the development and submission of the biennial legislative appropriation request and the annual operating budget; monitors the administration, management and execution of operating and capital budgets entrusted to TDHCA.
- Directs the implementation and application of administrative and personnel policies into operations, financing, program documents, rules, procedures, and public relations of TDHCA.
- Oversees and directs statewide housing assistance, community services and energy assistance programs.
- Implements reporting systems to ensure that internal controls are in place and functioning; directs the development, administration and reporting of TDHCA's Fraud, Waste and Abuse Prevention and Detection program.
- Responds to requests from the Governor's office, legislature, Board, various state and federal agencies, community agencies, and local officials.
- Insures that the Board is kept fully informed and has timely and adequate information necessary to provide guidance on significant policy and program issues, and to make proper decisions in the conduct of TDHCA business.
- Provides leadership to TDHCA personnel by way of making timely decisions; building strong working relationships; supporting and monitoring employee development; guidance, coaching and mentoring to TDHCA senior management on leadership and management issues; and ensuring compliance with applicable personnel policies and procedures.
- Oversees the development and implementation of TDHCA's business plans and related policies, including its strategic plan, goals and objectives.
- Works effectively with and represents TDHCA with the Governor's office, members of the state leadership, legislature, other state agencies, the media, stakeholders, the public and other agencies or organizations.
- Provides professional leadership and management exemplifying the Department's core mission and values of integrity, transparency, responsiveness, innovation, fiscal accountability, customer service, results orientation, teamwork, stakeholder inclusion and excellence and ensuring those values are incorporated in all aspects of TDHCA's decision-making and culture.
- Provides and implements the vision and culture by which the department will perform its duties in support of the mission, its obligations to the governing board, key state, legislature, private sector and public stakeholders.
- Travel up to 25%.
- Performs other functions as assigned by the Board or the Governor.
- Responsible to the Board of Directors for directing the development, maintenance, administration, and reporting of the Department's Enterprise Risk Management Program progress.

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited college with major course work in finance, business administration, public administration, or a related field.
- Extensive experience in business or public administration, including policy development, financial management, strategic planning, personnel leadership and management, and legislative and stakeholder relations.
- At least ten years of progressive experience in business, housing and/or public finance, real estate or public administration with a minimum of five years in a policy or upper level managerial position.
- General knowledge of the laws and procedures for financing and the administration of state housing programs; working knowledge of HUD programs.
- Extensive experience dealing with state and local elected officials, the media, and public interest groups.

## OTHER FACTORS

### Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills, including the proactive use of communications as an effective tool in furthering TDHCA's mission, and ability to communicate ideas, direction and guidance clearly and concisely.
- Proven ability to establish and maintain effective working relationships with and skill representing TDHCA before high-level federal and state government executive and legislative officials and agencies, business and industry stakeholders, private sector organizations and the public.
- Knowledge of laws and regulation relating to the management of state agencies.
- Senior level working knowledge of budgeting, personnel and contract management, strategic planning, and financial and accounting controls.
- Strong diplomatic and consensus building skills that bring Board, TDHCA staff, federal and state government officials and agencies and private sector organizations to shared goals and purposes.
- Skill to establish and enforce goals, objectives, standards, methods, policies and procedures in accordance with state and federal statutes, rules and regulations; ability to understand and apply policies, procedures and methods, demonstrating analytical skills and sound judgment
- Ability to play a hands-on role in program planning and analysis, administration and supervision as necessary to fulfill TDHCA's mission.
- Significant and progressive experience in the public sector, general knowledge of federal housing programs' rules and regulations and experience in dealing with federal and local officials.
- Outstanding interpersonal and relationship building skills; ability to lead and nurture a wide range of diverse and assertive personalities.
- Ability to manage a wide range of functions in a medium-sized organization.
- Excellent leadership and management abilities and ability to instill confidence, motivate, support and empower TDHCA staff to perform at ultimate capabilities
- Excellent ability to initiate, organize and develop plans and procedures for implementing and managing complex programs, including the ability to mobilize TDHCA resources to undertake collaborative and creative solutions.

- Demonstrated ability to recognize and anticipate the expectations of the Board and TDHCA staff, to follow through on issues in a timely manner and to keep others informed as appropriate.

**Physical Requirements and/or Working Conditions:**

This classification functions in a standard office environment. Ability to drive and travel as needed. Will need to move about the office to access file cabinets, use office machinery, attend meetings in various offices and conference rooms, etc. Must be able to communicate and exchange accurate information via phone, computer, and in person. Must be able to observe and evaluate data in a variety of formats, including hard copy, electronic, and various media formats. Must be able to work non-standard hours including the ability to work beyond 40 hours per week as needed and in compliance with the FLSA.

**OTHER:**

- Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**TO APPLY**

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documents must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

**ADDITIONAL INFORMATION**

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.