



## BALTIMORE COUNTY GOVERNMENT JOB DESCRIPTION

**TITLE:** Deputy Director

**CODE:** NM.108

**AGENCY/UNIT:** Department of Housing and Community Development

The Baltimore County Department of Housing and Community Development (“DHCD”) is seeking a qualified candidate to fill the role of Deputy Director (“Deputy”).

### **DEFINITION OF RESPONSIBILITY:**

This is a non-merit, exempt management level supervisory, professional and administrative position which provides key management, administrative and technical support to the Director. Work is performed demonstrating an expertise for organizational planning, management and implementation under the general supervision of the Director and is evaluated based on the achievement of DHCD’s goals and objectives.

The Deputy is responsible for managing both the short-term and long-term planning and coordination of agency priorities and strategies in accordance with County laws and policies. They will lead creation of solutions to address implementation constraints for these priorities and strategies and develop new tools and processes that address impediments and keep DHCD on track with its goals.

### **ESSENTIAL DUTIES:**

- Directs the project management of DHCD’s priorities, strategies, policies and procedures.
- Oversees DHCD staff responsible for implementing effective data-driven processes to manage progress, and both project-management and change-management related to the innovation of programs and processes.
- Participates in the agency’s policy development and strategy planning as it relates to housing vouchers, homeless services, grants management and housing development activity.
- Develops and manages effective accountability processes to ensure prompt achievement of agency goals and objectives.
- Ensures adherence to fair housing regulations and best practices.
- Stays abreast of public housing programs, policies and other matters through careful study of HUD regulations, laws, ordinances and publications.
- Represents the department in County initiatives such as the Master Plan, Administrative Plans, Strategic Plans and provides input for community plans and development initiatives.
- Contributes key information for the departmental budget to the Director and Fiscal Administrator.

### **EXAMPLES OF OTHER DUTIES:**

- Supports the Director in a leadership role for the preparation of DHCD research, reports, memoranda, and studies related to housing and community development policy and processes.
- Represents the agency at legislative hearings, community forums or other events, particularly in furtherance of the affordable housing development agenda.
- Other relevant duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training, and Experience:**

A master's degree in Business Administration, Public Administration, Public Policy, Organizational Management or related field from an accredited college or university. A minimum of ten years of municipal or regional government experience, including five years of supervisory experience. The candidate must have experience managing a diverse team and interacting with a range of stakeholders, such as, but not limited to, internal DHCD staff members, other County agencies, elected officials and community partners.

Preferred to possess three years of experience in directing a major program/project involving administrative policy formulation responsibilities.

An equivalent combination of education and experience may be considered for qualifications noted above.

### **Knowledge, Skills, and Abilities (Entry-Level):**

- Comprehensive knowledge of the theories, principles, and practices of public administration and management.
- Comprehensive knowledge of municipal codes and laws.
- Knowledge of the principles and practices of residential, affordable and accessible development. Knowledge of housing finance and development functions.
- Knowledge of the policies, procedures and compliance practices for public housing funding and federal voucher programs.
- Skill in establishing and maintaining effective working relationships with other agencies and the general public.
- Skill in addressing and resolving complex and sensitive matters.
- Ability to plan, direct, and administer grant and housing financial programs.
- Ability to resolve complex personnel and administrative problems.
- Ability to promote the objectives of the County and Department and to actively participate in their achievement.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with the public and elected officials.
- Ability to interpret and obtain compliance with County planning laws, policies, and procedures.

**Knowledge, Skills, and Abilities (Full Performance)**

- Thorough knowledge of County and departmental rules, regulations, policies, and procedures.  
Thorough knowledge of the County's organizational structure and functions of its agencies.  
Thorough knowledge of the organization and function of agencies involved in the development process and how they interact.
- Thorough knowledge of County personnel and budget administration.
- Skill in establishing and maintaining effective working relationships with other agencies and the general public.
- Ability to plan, direct, and administer grant and housing financial programs.
- Ability to interpret and obtain compliance with County planning laws, policies, and procedures.
- Ability to promote the objectives of the County and Department and to actively participate in their achievement.
- Ability to communicate effectively across County government, with intergovernmental agencies, private entities such as developers, property management teams and financiers.

**Licenses or Certificates**

Possession of a valid driver's license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment

**CONDITIONS OF EMPLOYMENT**

**Physical and Environmental Conditions**

The work of this classification is essentially sedentary, but may involve occasional walking, standing, and/or other limited physical activities.

**Employment Background Investigation**

Applicants selected for an appointment to a position in Baltimore County must successfully complete a comprehensive background investigation which includes but not limited to a criminal background check and fingerprinting.

Date: 5/8/2024