The Deputy Director, Office of Supportive Housing plans, coordinates, and leads programs in the Office of Supportive Housing (OSH). This executive position reports to a Director, Office of Supportive Housing, overseeing policies and programs to prevent homelessness and reduce homelessness, especially among special needs populations who are served by County departments. This position assists in developing and coordinating regional strategies that make supportive housing available, accessible, and effective.

The County of Santa Clara is seeking an experienced leader of excellent character and integrity who reflects the vision and shares the mission of the County. A proven executive who will be a positive, progressive, energetic, responsive, politically astute and confident leader who is flexible and a good problem solver. He/She should be a team player and possess the creative vision to advance the Department’s services. Additionally, he/she will thrive in a high pressure, fast-paced, dynamic environment. Interpersonal skills and the ability to easily relate and adjust to a variety of situations and personalities, and to communicate with staff at all levels of the organization is a must.

County of Santa Clara
70 West Hedding Street, San Jose, CA 95110

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.
Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work.

The County's population of 1.92 million is the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area.

The elected Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $6.5 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley with approximately 19,000 employees.

2016 Measure A - Affordable Housing Bond

With the passage of Measure A in 2016 (the $950 million affordable housing bond), OSH has been increasingly called upon to take on critical housing initiatives within the County.

The Board of Supervisors and the County Executive have created a clear message that providing support for the homeless and creating affordable housing are among the County’s top priorities for the coming years. The County organization has become the only organization in the region with sufficient resources to significantly address homelessness and the lack of affordable housing. Measure A will provide affordable housing for vulnerable populations including veterans, seniors, the disabled, low and moderate income individuals or families, foster youth, victims of abuse, the homeless and individuals suffering from mental health or substance abuse illnesses.
The position of Deputy Director will assist the Director in addressing the needs of the County by planning, coordinating, and overseeing programs and functions in the Office of Supportive Housing. The position will be called upon to assist in developing and coordinating regional strategies that make supportive housing available, accessible, and effective. It will be critical that this position partner with County departments to develop a sustainable and responsive supportive housing system by strategically braiding health care, social services and reentry funding and programs with housing development.

- **Click here to learn more about The State of the Supportive Housing System in Santa Clara County 2018**

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**OUR MISSION**

The Office of Supportive Housing’s (OSH) mission is to increase the supply of housing and supportive housing that is affordable and available to extremely low income and/or special needs households. OSH supports the County mission of promoting a healthy, safe, and prosperous community by ending and preventing homelessness.

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**TYPICAL MANAGEMENT RESPONSIBILITIES**

- Assist in the planning, coordination and leadership of the Office of Supportive Housing to achieve the County’s housing goals.

- Partner and negotiate with housing developers and County partners to ensure that housing developments are responsive to the needs of the County and residents.

- Partner with County departments to develop a sustainable and responsive supportive housing system by strategically braiding health care, social services and other funding and programs with housing development.

- Strategically align regional resources by developing and maintaining strong partnerships with County partners including cities, the Housing Authority, other government agencies, service providers and affordable housing developers.

- Represent the County Executive’s Office with local, state and federal agencies as well as non-profit organizations, on issues related to affordable housing, supportive housing and homelessness.

- Develop and coordinate communication strategies and responses to media inquiries related to supportive housing and homelessness.

- Provide strategic direction to the countywide supportive housing system, including permanent supportive housing, rapid rehousing, homelessness prevention, emergency shelter and transitional housing programs.

- Establish a culture and policies that support ongoing data collection, data integration and evaluation.

- Support regional, state and federal policies that reduce homelessness and improve the supportive housing system.
EMPLOYEE STANDARDS

The knowledge, skills and abilities required to perform this function are normally acquired through the attainment of a Bachelor’s degree from an accredited college or university with major course work in Business, Finance, Public Administration, the social sciences, or a related field, and a minimum of 4 years of progressive responsible and professional project management experience in the supportive housing development, rehabilitation, and planning, or related field; and at least two years supervising staff responsible for public housing and/or redevelopment programs and functions. A Master’s degree in Business or Public Administration, the Social Sciences is highly desirable.

A successful candidate will have thorough knowledge of principles and practices of; organizational leadership, public administration, including personnel management and budgeting of a governmental program providing supportive housing; Federal, State and local community development programs and private resources available for relocation, rehabilitation, redevelopment and/or new construction; Real estate financing and land use strategies to stimulate, facilitate and support the development of affordable and supportive housing units; Methods of analyzing financial and economic feasibility of housing projects; Strategies and best practices to fund and deliver effective health and social services in supportive housing settings; Best practices, principles and funding strategies for services to homeless persons; County-operated or County-managed health care and social services programs and funding; Principles and techniques of management and coaching including training, directing, evaluating and supervising subordinate staff; Principles and techniques of analysis and organizational design necessary to formulate, implement and monitor service delivery policies and procedures.

For a complete job description and to apply, please visit us at www.sccjobs.org
COMPENSATION AND BENEFITS

$140,968 - $180,891  
Annually

Salary is dependent upon qualifications and cannot exceed the maximum amount listed.

The County provides a generous Executive Management benefit package:

✓ Membership in California Public Employees’ Retirement System (CalPERS)
  Note: For new PERS members, salaries above a limitation imposed by federal law (current limit per IRS is $126,291): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is $285,000 for 2020. Limits subject to change.

✓ Health Insurance: Kaiser, HealthNet, or Valley Health Plan

✓ Dental/Vision Insurance: Single and family premiums fully paid. Delta or Liberty Dental / VSP Plan

✓ $200,000 Double Indemnity Term Life Insurance coverage paid by the County.

✓ Annual Leave: 36 days per calendar year

✓ Annual Leave “Cash-Out” Program
  Note: New hires between January 1st to December 31st 2020 will be eligible for cash-out opportunity starting January, 2021.

✓ 12 paid holidays per calendar year

✓ Administrative Leave

✓ Deferred Compensation plan available (Fidelity-457)

✓ Relocation assistance available

✓ Employee assistance Program (Employee and Family)

✓ Dependent Care Assistance Program

✓ Health Flexible Spending Account

✓ VTA SmartPass Clipper Card

✓ A robust Wellness Program, including gym discounts

Questions regarding this recruitment please contact:
ALAN REED
(408) 299-5851
alan.reed@esa.sccgov.org

FILING PERIOD AND APPLICATION PROCEDURE

It is anticipated that this recruitment will close

Monday, April 6, 2020

To qualify for this exceptional opportunity, please attach the following along with your online application:

• Responses to the online supplemental questions

• Résumé

• Letter of interest explaining why you are the ideal candidate, including specific examples from your experience.

Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by Executive Services. This recruitment requires the submission of an online application. Click Here to apply. Or visit www.sccjobs.org/ExecRecruitment

The filing period may be extended further or closed as early as 10 days from the issue date if necessary. Please monitor our website for updated closing information.