

# EXECUTIVE DIRECTOR

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## Yolo County Housing

147 W Main Street  
Woodland, CA 95695



## Life in Yolo County

Located just northwest of Sacramento, Yolo County is rich with tradition, history, and new opportunities. One of the original counties of California, created in 1850, it is a large agricultural region.

Yolo County is home to UC Davis, has great bicycling opportunities and offers abundant recreation including Lake Berryessa and the Sacramento River, the Robert Mondavi Center for the Arts, the Palms Playhouse, Woodland Opera House and the River Cats Triple A Baseball team. There are art walks, museums, galleries, theatre, wineries, and the Cache Creek Casino. Yolo County is also just a short drive to the famous Napa and Sonoma wine country, majestic Lake Tahoe, and the city life of San Francisco.



## Yolo County Housing

Yolo County Housing (YCH) has provided quality, stable and sustainable housing and supportive services to people in need for more than 70 years. Governed by a Board of seven Commissioners, including two Tenant Commissioners, YCH is the first Public Housing Agency to be listed in the National Climate Registry and focuses on green and sustainable operations. YCH and its ancillary non-profit, New Hope Community Development Corporation (New Hope CDC), provides services to approximately 5,000 low- and moderate-income persons annually.

- 1,951 Housing Assistance Vouchers
- 441 YCH Owned Units (431 Low Income Public Housing)
- 48 Non-Profit Owned Units (New Hope Community Development Corporation)
- 157 Non-Profit Instrumentality Partner Units (Tax Credit/Other/YCH and New Hope CDC)
- 232 Agricultural Units

### *Nature of the Position*

- Provide dynamic and visionary leadership to the executive team and staff.
- Serve as agency spokesperson and lead on external relations, growing and sustaining strategic alliances with residents and other stakeholders that preserve and increase affordable housing.
- Participate in advocacy and public policy collaborative efforts at local, state and national levels
- Monitor legislation and regulations affecting operations of the Housing Authority
- Work collaboratively with partner jurisdictions and agencies to maintain and expand quality affordable housing throughout Yolo County
- Facilitate and support the work of the Commission and Commission development, providing highly responsible and complex support and ensuring their knowledge and familiarity with the programs and role of Housing Authorities
- Develop housing concepts with input from County, Cities, and unincorporated communities throughout Yolo County. Develop financing and negotiate final aspects of pre-construction activities. Following pre-construction phase, provide oversight to the bid process, contractor selection, construction, and acceptance of facilities through assigned staff.



### *Desired Qualifications*

- Demonstrate a strong commitment and passion for the mission, vision, values, and culture of Yolo County Housing.
- Approach the work of Yolo County Housing with unwavering ethical standards and integrity.
- Possess an understanding of, and experience in, affordable housing development and federal program management in public and nonprofit entities.
- Demonstrate an ability to lead in an environment that requires navigating federal regulations and effective collaboration with partner organizations and individuals from diverse economic, educational, and racial/ethnic backgrounds.
- Facilitate organizational success by building sustainability through positive cash flow and strong executive and staff teams.
- Employ excellent communication skills and cultural humility in working with diverse constituencies and empowering community residents.

## *Ideal Candidate*

The YCH Commission is seeking a strong generalist and results-oriented leader with solid ethics and integrity who has the ability through excellent communication and collaboration skills to facilitate and help bring people and their interests together to maintain and increase high quality, stable and sustainable housing in Yolo County. The ideal candidate will have proven management experience in, and an understanding of the nature and dynamics of, working in a small organization. The new Executive Director will encourage teamwork within the organization, effectively utilize the skills of an experienced and high performing staff, delegate as appropriate, be hands-on and highly productive, set an example for strong customer service, and model an appropriate work/life balance. The Executive Director will be positive and energetic and capable of engaging in a collaborative fashion with staff, the Commission, City and County Managers, the Board of Supervisors, City Councils, media, regional, State and Federal agencies, and non-profit partners. The ideal candidate should be innovative and resourceful; know when and where to find information and solutions; be strategic and goal oriented; and insightful. Furthermore, the ideal candidate should be able to anticipate issues, navigate challenges, recognize opportunities, and see challenges as opportunities.



## *Minimum Qualifications*

- Minimum of seven years successful senior management experience, including experience in a housing or real estate development agency or organization. A Bachelor's Degree in a related field from an accredited four-year college or university is required; a Master's degree is preferred.
- High degree of knowledge of financial management practices, internal controls, budgeting, and financial reporting.
- Strong working knowledge of organization and management practices, and Federal Housing & Urban Development (HUD) and State regulations associated with Housing Authorities.
- English/Spanish bilingual preferred.

## *Salary and Benefits*

The salary range for this position is \$155,000 to \$188,403 per year plus an excellent benefit package:

- Membership in the State of California Public Retirement System (PERS) with five-year vesting, 2% @ 55 for classic members and 2% @ 62 for new members.
- Flexible health benefit package including choice of health, dental, and vision for employee and dependents through Public Employees' Medical & Hospital Care Act (PEMCHA).
- 80 hours of paid holiday and 32 hours of paid floating holiday leave per year.
- 80 hours of paid administrative leave per year.
- Participation in pretax flexible spending accounts for health care and dependent care expenses.
- Deferred compensation plan (457) available.
- Short- and long-term disability options available.
- Employee Assistance Program (EAP) and Catastrophic Leave Program available.
- Office currently operates on a 4 day/10-hour work schedule; closed on Fridays (alternative schedules available; some site-based positions work 5 day/8-hour days).

## *Application Process*

If you are interested in this outstanding opportunity, please submit a detailed resume, cover letter, and three professional references to:

**Mary Kirlin, Interim Director of Administrative Services**

Yolo County Housing

147 W. Main Street, Woodland, CA 95695

530-662-5428

[mkirlin@ych.ca.org](mailto:mkirlin@ych.ca.org)

