



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Assistant Deputy Director – C.E.A
- **Salary:** \$7,442.00 - \$10,696.00 per month
- **Final Filing Date:** 07/22/21
- **Work Type/Schedule:** Non-Tenured Fulltime

### **Description:**

**This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.**

Under administrative direction of the Deputy Director, Division of Housing Policy Development (HPD), the Assistant Deputy Director (ADD) oversees Land Use Planning and Local Government Relations and Accountability and serves as senior policy advisor. Assists in accomplishing the State's mandated requirements to provide land-use oversight over 539 jurisdictions through the housing element process, as well as accountability with numerous other housing laws. Oversee the unit responsible for helping local governments plan for their housing and community development needs in compliance with state laws, including the duty to affirmatively further fair housing and ensure local governments implement plans to encourage about the California envisioned by the department's mission.

### **Desirable Qualifications:**

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program (EEO) objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems, recommend effective courses of action, prepare and review reports; and effectively contribute to the department's or agency's EEO objectives.

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