



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Assistant Deputy Director – C.E.A
- **Salary:** \$10,831 - \$12,903.00 per month - B
- **Final Filing Date:** 08/19/21
- **Work Type/Schedule:** Non-Tenured Fulltime

### **Description:**

Under the administrative direction of the Deputy Director, Division of Federal Financial Assistance, the incumbent will provide executive level policy and program guidance and oversight for development and implementation of HCD federally-funded programs including coordinating with partner state agencies, local government officials, and external stakeholders. Oversee program design, development and award processes for affordable housing and community development funding programs.

### **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.

Please click [HERE](#) to apply.