

**HOUSING AND NEIGHBORHOOD
SERVICES DIRECTOR**
City of Columbia, MO

The Community

Located at the crossroads of Interstate 70 and U.S. Highway 63, Columbia, Missouri, offers the perfect blend of small-town charm and metropolitan amenities. With a population of just over 129,000, Columbia is the largest City in Boone County and serves as a regional hub for education, healthcare, culture, and commerce. Positioned midway between St. Louis and Kansas City, Columbia provides both accessibility and opportunity, making it an ideal location for residents and businesses alike.

Founded with education at its core, Columbia is home to several institutions of higher learning, including the University of Missouri, and continues to thrive as a center for innovation and lifelong learning. The City's strategic location, coupled with a vibrant economy and award-winning quality of life, attracts entrepreneurs, families, students, and retirees from across the country.

Whether you're looking to advance your career, raise a family, start a business, or simply enjoy a welcoming and well-connected community, Columbia offers an exceptional place to live, work, and grow.

Government

The City of Columbia is a charter City with a council-manager form of government. The Council establishes policy and law and appoints a City Manager who handles the day-to-day management of the City organization.

The City prides itself on being a full-service City for its residents. It has a Fiscal Year 2025 total budget of \$565M, 19 departments and over 1,600 full-time equivalent positions across all funds. There are currently five active labor unions, four of which have collective bargaining agreements. The City has a self-funded benefits plan.

Our Vision

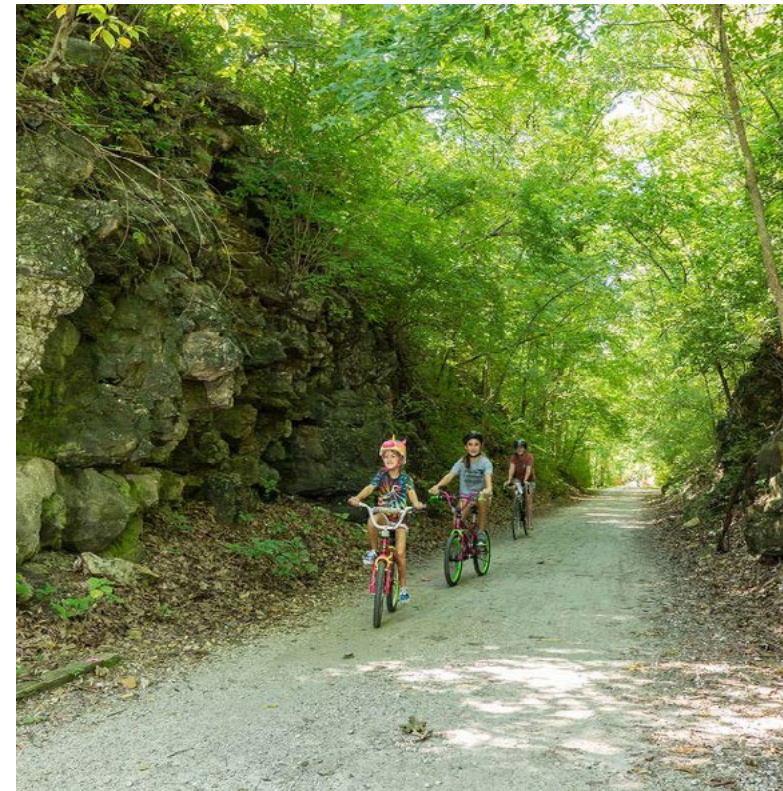
Columbia is the best place for everyone to live, work, learn and play.

Our Mission

To serve the public equitably through democratic, transparent and efficient government.

City Core Values

Service, communication, continuous improvement, integrity, teamwork and equity.
local, state, and federal standards.



The Housing and Neighborhood Services Department

- The Housing Programs Division develops City-wide plans and goals for the implementation of federal and local resources dedicated to meeting affordable housing and community development needs.
- The Office of Neighborhood Services focuses on addressing code enforcement issues, strengthening neighborhoods and teaming those efforts with volunteers.

The Position

Reporting to the City Manager, the Housing and Neighborhood Services Director leads the City's efforts to support safe, vibrant neighborhoods and expand access to affordable housing. This role oversees the administration of federal grant programs, including CDBG and HOME, along with other housing assistance initiatives, the residential rental licensing program, and code enforcement. The Director also develops and implements proactive neighborhood improvement strategies, coordinates volunteer programs, identifies resources to meet community housing needs, and provides administrative support to the Columbia Community Land Trust.



Essential Functions and Responsibilities

- Collaborates with elected and appointed leaders to develop strategic vision for the department; plans, organizes, and directs the budget and capital plans, operations, policy, and activities of the department.
- Supervises, manages, and evaluates assigned employees and makes decisions about hiring, discipline and/or termination of employees; prioritizes and assigns work; develops and oversees employee work schedules and approves time away from work; provides and/or facilitates employee training and development; addresses employee concerns and/or problems; counsels and/or disciplines as appropriate; completes employee performance appraisals; determines or makes recommendations regarding new hire salaries and salary changes.
- Reviews department activity and funding pertaining to Community Development Block Grant (CDBG), HOME Investment Partnership programs, code enforcement, neighborhood improvement, and volunteer services.
- Identifies resources and develops projects and programs to address community housing needs.
- Manages and/or delegates internal and external customer service requests.
- Reviews and implements City policies.
- Attends meetings for City Council, Housing and Community Development Commission, Columbia Community Land Trust and other meeting bodies as assigned. Prepares meeting agendas and conducts presentations.
- Responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

Knowledge and Skills

- Federal HUD guidance relating to CDBG and HOME Investment Partnerships Program and National Environmental Policy Act (NEPA) Part 58 Environmental Review Compliance, code enforcement best practices, planning, and City ordinances pertinent to responsibilities of the position.
- Grant finances, and federal reporting.
- Financial analysis of development and redevelopment.
- Forming and sustaining partnerships with community non-profits; public service and housing organizations; neighborhood organizations; and business and housing development professionals.



Education and Experience

Qualified applicants will have a bachelor's degree from an accredited college or university in Public Administration, Political Science, Planning, Business or related field, and a minimum of 9 years' experience in public administration, political science, planning, business, housing development or related field.

The Ideal Candidate

The ideal candidate will be an experienced leader in affordable housing with hands-on experience managing federal housing programs like CDBG and HOME, as well as other grant-funded initiatives. The ideal candidate should have knowledge of federal rules and reporting requirements while also using these programs to make a real difference in the community.

The ideal candidate should be a collaborative leader who works closely with neighborhood groups, nonprofit partners, and City leaders. They should be familiar with code enforcement, neighborhood improvement strategies, and rental licensing programs. It's important that this person can build trust with residents and City staff, listen to concerns, and create programs that respond to the needs of the community.

The ideal candidate should be organized and responsive; experience working in a fast-growing City or a college town will also be beneficial, as it brings added insight into the housing pressures and unique dynamics of this community. The ideal candidate will also value collaboration and teamwork with fellow department heads.



Salary

The City of Columbia is offering a salary range between \$106,506 - \$164,019, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: CMOHNSD

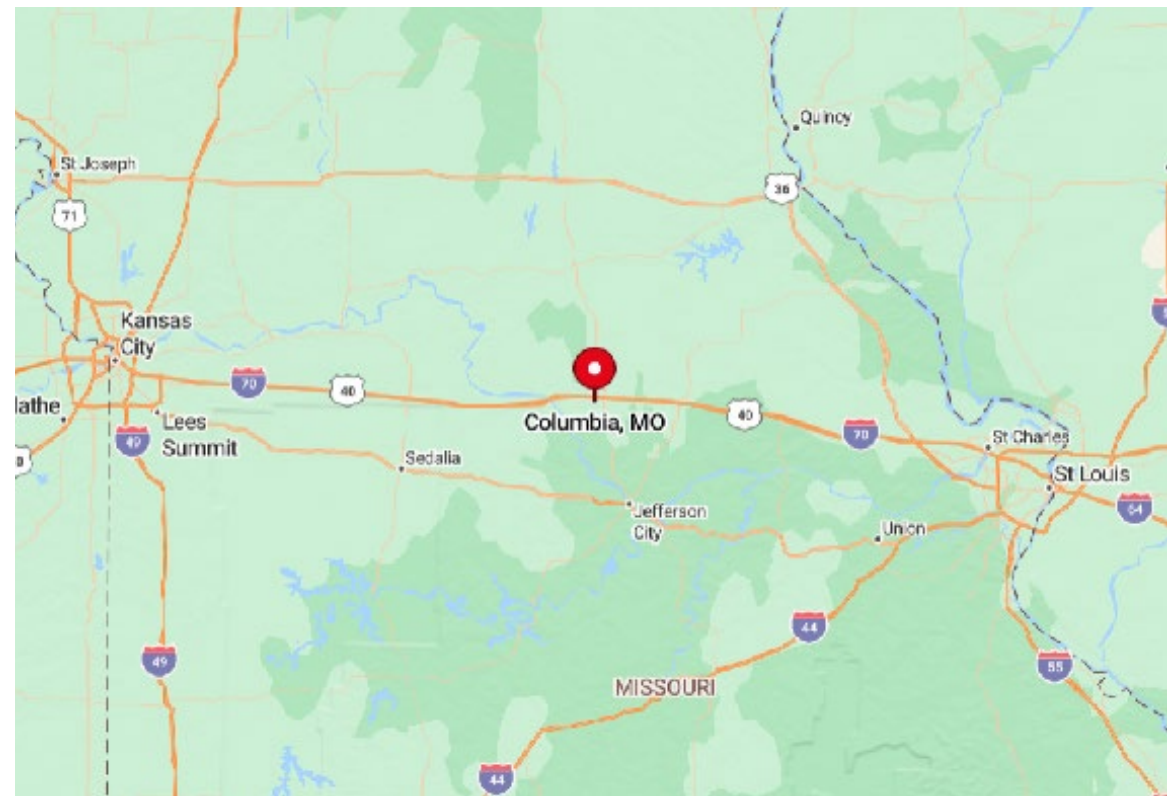
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The City of Columbia is an Equal Employment Opportunity Employer.