



DIRECTOR OF HOUSING AND COMMUNITY SERVICES

City of McKinney, TX

About McKinney, TX

McKinney is Unique by nature. Located on the northeastern corner of the Dallas-Fort Worth Metroplex and the county seat of Collin County, McKinney's is one of the fastest-growing communities in North Texas with a build-out population of more than 350,000. The spirit of McKinney is embodied in the heart of proud community members: thriving historic downtown, cultural diversity, charming neighborhoods, business-friendly environment and natural assets.

McKinney's culture and recreation scene is as unique as the rest of the community. We offer a rich combination of family-fun events, a vibrant arts scene, parks and open spaces and a historic past living seamlessly with a vibrant future. City events and programs present a broad spectrum of cultural and recreational opportunities that enrich the quality of life for residents and visitors.

In McKinney, we build relationships to make a strong and resilient community. Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. In 2014, our community was named "The #1 Best Place to Live in America." Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That's why we exist.





Recognitions

- Named on the Top Workplaces USA list by USA TODAY 2024
- Quality of Life Award by the McKinney Community Development Corporation, 2023
- McKinney Ranked Second Safest City in the U.S. for 2022; SmartAsset
- The #1 Best Place to Live in America, 2014

City Government

The McKinney City Council has seven members. Four council members are elected to single-member districts, and two council members and the mayor are elected at large. City Council generally meets twice a month.

Our Core Values

City of McKinney employees are guided by four employee-inspired values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by consultative, servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high performance organization (HPO).



Housing and Community Development Department

The Housing and Community Development Department has four divisions.

The *Community Services Division* invests in quality of life for McKinney residents through grants, activities and programs.

The *Housing Services Division* oversees the development and preservation of quality, affordable and accessible housing, and the development of viable communities throughout McKinney.

The *Neighborhood Services Division* promotes a sense of community by providing resources, workshops and events to support neighborhoods, HOAs and homeowners.

The *Collin County Transit Program* provides subsidized transit services for senior, disabled, and low-income residents of McKinney, Melissa, Celina, Prosper, Princeton, Lowry Crossing.

The City Council has established housing as a strategic priority and the Department is working on several exciting initiatives to better support the community. In addition to federal and state funding, community services and housing initiatives in McKinney are supported by three local funding sources including the general fund, McKinney Housing Finance Corporation and the McKinney Community Development Corporation.



The Position

The Community Development & Housing Director leads a department comprised of administrative, technical and professional staff. The Director is ultimately responsible for overseeing all functions of the department, including but not limited to the professional development of staff, grant administration, housing programs, CDBG administration, transit and neighborhood services. This position reports to the Assistant City Manager, and coordinates activities with other City departments and outside agencies, providing responsible and administrative support to the City Manager.

This position serves as the central point of contact for information on Community Development, Housing, Neighborhoods and Transit.



Duties, Functions, and Responsibilities

- Possesses a vision for how the Housing and Community Development Department integrates with the City of McKinney; communicate and inspire others to work towards this vision.
- Manages the follow-through and implementation for Council directed housing programs and policies.
- Leads the team that works cooperatively with the local community on Council driven projects and neighborhood issues.
- Works with other City departments to coordinate City homelessness response and programs.
- Member of the City's Executive Leadership Team, responsible for organizational strategy.
- Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversees the development and implementation of policies and plans related to departmental services and operations.
- Acts as data and information source for all things related to Community Development Block Grant, Neighborhoods, Transit, Housing and related grant programs.
- Oversees that staff that administer Community Development Block Grant (CDBG), Federal Transit Authority (FTA) and other State and Federal grant programs as assigned.
- Represents the City on multi-agency committees and boards. Serves when needed as a member of a task force or committee composed of city, county, state or private groups.
- Assumes management responsibility for services and operations of the City's federally funded CDBG and FTA programs. Ensures programs adhere to City, FTA and HUD rules, regulations and guidelines.
- Oversees the development and administration of the city's annual Community Development (Community Services, Housing Services, and Housing Finance Corporation) and Grant fund, budgets, monitors and approves expenditures. Stays abreast of regulatory requirements for acquisition and disposal of grant assets.
- Attends professional conferences and seminars to stay abreast of changes and trends in the planning and development field.



Knowledge, Skills, and Abilities

- Excellent relationship building skills including conflict resolution and interpersonal skills.
- Strategic thinker who is able to connect different sources and resources in a creative manner to further housing initiatives and community services.
- Teambuilder who can lead, plan, organize and coach employees and community stakeholders.
- Strong written and verbal communication skills, including the ability to explain and educate complicated projects and analyses.
- Understanding of federal, state and local laws pertaining to a wide variety of housing and community development topics.
- Ability to elicit community input and support in determining and meeting community needs.
- Ability to organize, direct and implement programs in Community Development, Housing, Neighborhoods and Transit.
- Analytical thinker. Ability to review, classify, categorize, prioritize, evaluate, audit, assess and/or analyze data and/or information. Capability to align external programs, data and resources with Council goals and objectives.
- Ability to utilize a variety of advisory data and information, such as various federal, state and local laws related to grants, grant manuals, contract specifications, request for proposals, master plans, city ordinances, policy manuals, city budget, legislative and industrial publications and reports.





Education and Experience

A Bachelor's degree in Business Administration, Accounting, Finance or closely related field supplemented by five (5) years of progressive municipal or nonprofit management experience, including at least two years at the senior management level is required. A Master's degree in Public Administration, or closely related field, with management and leadership experience that involves grants, transit and/or other community development initiatives is preferred. An equivalent combination of training, experience, or education may be considered.

The Ideal Candidate

The ideal candidate must be able to build and maintain professional relationships with a wide variety of people, including City Council, City Management, various committees and boards, federal, state and local agencies, internal staff, and within the community.

The ideal candidate needs to be a strategic leader that is passionate about community and community service. The candidate will utilize strong collaboration and negotiating skills to motivate and inspire staff to strive for excellence. Strong customer service skills, empathy, public relations techniques, and advanced written and oral communication skills are imperative.

The ideal candidate should be a creative servant leader, who possesses a record of accomplishment in community service activities. The ideal candidate should have knowledge and experience with federal, state and local laws pertaining to a wide variety of housing and community development topics.



Salary

The City of McKinney is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also 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: MTXDHCS

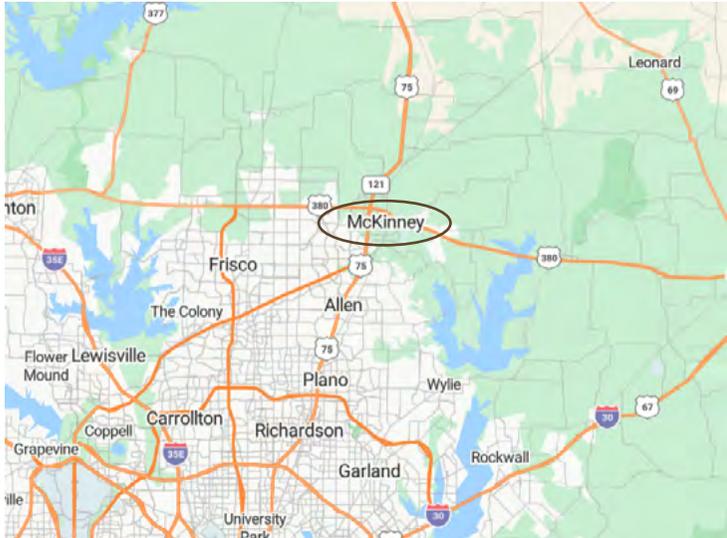
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