

**CITY OF NEW HAVEN**  
**DEPARTMENT OF HUMAN RESOURCES**  
**200 ORANGE STREET, NEW HAVEN, CT 06510**  
www.newhavenct.gov

209723-1

**POSTED: NOVEMBER 23, 2020**  
**Posted until filled**

**POSITION: EXECUTIVE DIRECTOR, LIVABLE CITY INITIATIVE**  
**(M-0930) (NOT TESTED)**  
**DEPARTMENT: ECONOMIC DEVELOPMENT ADMINISTRATION, LCI**  
**SALARY: EXEC. MGMT. RANGE E8: \$72,268-\$125,426 annualized**  
**HOURS: 35 HOURS PER WEEK**  
**FUNDING: GENERAL FUNDS**

**NATURE OF WORK:**

This is highly responsible, mayoral-appointed position in the Livable City Initiative, which is the City's housing department. This position oversees a large staff covering four divisions whose primary responsibilities include the creation of new affordable housing units, the preservation of existing units, creating new market-rate units across the City, enforcement of the City's housing codes, property maintenance, anti-blight activities and property acquisition and disposition. Work is performed under the general supervision of the Economic Development Administrator with much latitude for independent judgment.

**MINIMUM REQUIREMENTS:**

Graduation from a four year college or university in the field of finance, public administration or urban planning. Preferable requirements include graduate degree in a similar field, familiarity with local government as well as experience with media and communications strategy. Applicant should have at least 5 years managerial experience, preferably in housing, community development or real estate. Must also have the following: Excellent analytic ability with a strong understanding of housing markets and federal regulations including HOME & CDBG; Demonstrated management experience, including the ability to manage a large staff, and to manage multiple projects to varied deadlines; Ability to problem-solve and negotiate in a complex, dynamic environment; Ability to operate effectively within a large organization; Excellent judgment and leadership skills; Excellent written and verbal communication skills.

**SPECIAL REQUIREMENTS:**

Residency in the City of New Haven is required within six months of appointment.

**TO APPLY**

In order to be considered for this title, you must apply via the online application portal.

- 1) Go to <https://newhavenct.munisselfservice.com/>
- 2) Click on the "Employment Opportunities" link in the right margin (or found under "Expand Menu" if on a handheld device) and follow all instructions provided on that page. You will need a valid, working email address to apply.
- 3) Submit cover letter and resume with online application.

Employment is contingent upon the successful completion of: (1) a pre-employment background check, (2) a pre-employment physical examination, including pre-employment drug screening, and (3) a 90-day probationary period.

Applications for this position ONLY accepted online at <https://newhavenct.munisselfservice.com/> Internet access is available to applicants without computers or internet service at the following locations: Dept. of Human Resources 200 Orange St. Room #102 New Haven, CT 06510 Mon- Fri 9:00 am - 4:30 pm and at all branches of the New Haven Free Public Libraries. *Location access may be limited due to COVID-19.*

**Please note that our method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.**

## **EXECUTIVE DIRECTOR LIVABLE CITY INITIATIVE**

### **NATURE OF WORK:**

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### **ILLUSTRATIVE EXAMPLES of WORK:**

Performs a variety of administrative responsibilities, such as supervising subordinate personnel to meet the objectives of the department, budgeting, research, and grant writing.

Provides professional assistance in City's residential development efforts; performs review of development proposals both non-profit and for-profit;

Is the liaison with outside state and federal agencies, and staffs the LCI and PAD boards;

Attends various public meetings and prepares and presents required written and oral reports as necessary;

Performs other tasks and assignments as necessary.

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Ability to problem-solve and negotiate in a complex, dynamic environment.

Ability to operate effectively within a large organization –.

Excellent judgment and leadership skills.

Excellent written and verbal communication skills.

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