



# Washtenaw County & The City of Ann Arbor Community Development Director

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Washtenaw County is located in southeast Michigan, covering an area of 720 square miles. Its 27 cities, villages and townships are home to about 325,000 citizens. Washtenaw County offers a diverse landscape in which residents can enjoy the hustle and bustle of an urban environment, the more relaxed suburban atmosphere, and also the quiet escape of a more rural environment all within its borders.

This mix of different settings provides many opportunities for education, recreation, culture, business, agricultural, and home life. The two largest cities are Ann Arbor and Ypsilanti, homes to two large universities - the University of Michigan in Ann Arbor and Eastern Michigan University in Ypsilanti.

A bustling downtown and charming tree-lined neighborhoods make Ann Arbor a safe and ideal place to live, learn, work and raise a family. More than 114,000 residents live within the city's 27 square miles, and Ann Arbor regularly receives national attention as one of the best places to live in the United States.

Ann Arbor is a hub for excellence in education and boasts five colleges and universities. The city's acclaimed public school system has adapted a comprehensive academic achievement plan to help ensure all students are successful. Endless opportunities for recreation are available in Ann Arbor, which operates 156 parks spanning over 2000 acres with trails, golf, canoe liveries, tennis courts, athletic fields, natural areas and more. One of the most environmentally friendly cities around, Ann Arbor has a progressive recycling program and takes great measures toward the preservation of the city's green space.

The cosmopolitan college town boasts fine to casual dining and world-class shopping in nationally known stores and boutiques with local flair. Action-packed sporting events come courtesy of the University of Michigan — as well as 156 city parks, seven golf courses and endless trails. Cultural experiences, including museums, galleries and performing arts centers, make Ann Arbor a destination for arts aficionados of any age. Washtenaw County offers a diverse landscape in which residents can enjoy the hustle and bustle of an urban environment, the more relaxed suburban atmosphere, and also the quiet escape of a more rural environment all within its borders.

Washtenaw County features all the vital amenities necessary in today's competitive business climate--access to an educated workforce, proximity to major transportation centers, and a strong business community. In addition, we offer an unmatched quality of life and diversity of landscape with bustling cities and small towns. Major business sectors include print and publishing, software, automotive, and biotechnology. In addition, high quality educational facilities and healthcare are available. Consistently rated as one of the best places to live and maintain your business, Washtenaw County has it all.

The office of Community Development is a joint venture between the City of Ann Arbor and the County of Washtenaw. This unique arrangement enables the important services of the department reach the residents not only of the city, but the surrounding community. This department is focused on Housing and Human Services and works very closely with local non-profit agencies to provide affordable housing alternatives, home rehabilitation, and working to alleviate and reduce homelessness. The mission of the organization is to achieve a socially and economically diverse community through the delivery of housing, economic development and human services to lower income residents, particularly the disadvantaged and most vulnerable. A primary goal is to assist citizens who are experiencing difficulty in meeting basic housing and human services needs. This is accomplished by direct services; by providing technical assistance to and oversight of contracts with nonprofit organizations, and creating increased opportunities for lower income families and individuals to live in quality housing and to access community services.



## Housing

“The New West Willow Neighborhood Association, Office of Community Development and Ypsilanti Charter Township teamed to develop a strategy for improving the West Willow neighborhood. The neighborhood suffers from a negative perception, as crime, safety and disinvestment concerns plague neighborhood perception, said David Behen, Deputy Administrator, Washtenaw County.

“However, West Willow is a diverse community that works together and has a vision for its future. I am happy to report the Neighborhood Investment Strategy plan is a beginning to creating steps to improvement,” added Behen. “The primary goal of this plan to highlight improvement opportunities and set a three-year implementation strategy for physical improvements. It is complementary to strategies being developed for social programs by Washtenaw County and Ypsilanti Township.”

“The Affordable Housing Needs Assessment provides a wealth of data to help the City and County craft policies and strategies to add 100 to 200+ units/year. The next step,” said Jayne Miller, Community Services Area Administrator, city of Ann Arbor, “is to take the assessment to the community to get their feedback and support.”

“This information will help us prioritize the top two to three policies, funding strategies or other mechanisms to achieve our housing goals. Each of these priorities will be researched further and recommendations will come forward to Council from the Office of Community Development and the new Housing and Human Services Board.”

## Homelessness

Every two years, Washtenaw County human services staff and volunteers work together to perform what is called a “Point-In-Time Count” (PITC). The PITC is a federally mandated count of homeless persons in Washtenaw County. During the count, homeless individuals and families are approached and asked to complete an anonymous demographic survey. Completion of the survey is voluntary. The Point-In-Time Committee provides a brief training for all staff and volunteers who administer the surveys during the count. The OCD, Continuum of Care, PORT and the various non-profit providers throughout the County collaborate on this project. The PITC was completed on Jan. 25, 2007.





Under the direction of both the Deputy County Administrator (representing Washtenaw County) and the Community Services Area Administrator (representing the City of Ann Arbor), the Community Development Director will provide oversight specifically to the Office of Community Development, managing a staff of over 12 people. In addition to managing the department, this individual will interact on a regular basis with members of City Council and the County Commissioners and will require a strong presence in the local community.

Specific responsibilities include:

- Plans, organizes, directs, reviews and evaluates the work of assigned staff. Assists in the selection of personnel and provides for their training and professional development. Interprets applicable laws and regulations and City and County policies to subordinates.
- Assists in the development of long- and short-range goals, objectives, policies, procedures and work standards for the Office of Community Development.
- Develops and manages the City and County budgets.
- Oversees the management of non-profit agencies involved in the implementation of community development programs. Manages the work of consultants performing specific projects.
- Prepares RFPs, RFQs, contracts and board resolutions as required.
- Coordinates data gathering and prepares/processes City Council and Board of Commissioners resolutions, contracts and State/Federal grant applications for submission. Reviews a variety of contracts, reports, forms and other materials for completeness, accuracy and conformance to the City and County and other policies and procedures.
- Prepares and submits various reports to regulatory agencies and other organizations. Maintains accurate records and files.
- Plans, organizes and oversees administrative and information studies related to the functional area to which assigned.
- Provides information and assists in writing, designing and developing reports to the program in which assigned. Researches and compiles a variety of information and data, analyzing alternatives and making recommendations for implementation.
- Confers with other City and County staff, representatives of other governmental agencies and business, professional and community groups, vendors and the public. Ensures that information gathered is timely and complete for meetings of boards, commissions and committees or for action by the City and/or County staff.
- Discusses information gathered with management staff. Prepares narrative or statistical reports and assists in implementing changes resulting from studies and analysis.
- Provides direction and oversight for the Housing projects and programs, including staff supervision, contract negotiations and technical review.
- Coordinates with other County and City agencies and departments in the administration of on-going community development related programs and activities.
- Coordinates with HUD, MSHDA, local governments and other relevant public and private agencies regarding community development activities.
- Coordinates with private sector agencies involved with community development activities to facilitate funding resources and projects.
- Represents the City and the County on committees and boards and in meetings with representatives of regulatory agencies, business and community groups and the public.
- Makes public presentations as required.
- Acts as a departmental spokesperson in areas to which assigned in public meetings, mass media and meetings with other governmental agencies.

Compensation & Relocation



The Community Development Director will serve as a key contact for members of the community, City and County Administration, City Council, County Commissioners, and also other Directors within both the city and county organizations. The successful candidate will be a strong leader with the ability to execute an articulate vision. This individual will need to blend sensitivity to the issues that involve the staff as well as the constituents served with an ability to make clear decisions. Political acumen will be essential in managing the various relationships that exist at both the county and city level.

This Director will be tasked with unifying a diverse staff with important individual roles. Additionally, they will be working with the staff at helping to reach objectives and providing superior customer service to the outside community and the various non-profit organizations who work closely with the Office of Community Development. In addition to being an effective manager, it is essential that the individual possesses a working knowledge of affordable housing issues as well as an understanding of Human Services. Specific experience working with federal regulations and HUD as well as working with CDBG and HOME funding will be advantageous to success in the role. The successful candidate will be capable in contract negotiation as well as providing evaluation of contracts. Fiscal knowledge is essential to aid in developing departmental budget as well as disseminating funds and monitoring the budget throughout the fiscal year.

Required Experience

The successful candidate will possess at least five years of supervisory/management experience running a department and managing a team of more than 5 direct reports. A Bachelor's Degree in Social Work, Public Administration, or similar field of study is required and a Master's Degree is strongly desired (MPA is preferred). Individuals should possess at least five years of experience working in a municipal setting.



Washtenaw County is offering a competitive salary commensurate with experience. A comprehensive benefits package is also offered. Relocation Assistance may be offered for the successful out of the area candidate.

How to Apply

Interested applicants should forward a transmittal letter of interest and a resume to:

Arcus Public  
600 North 2<sup>nd</sup> Street, Suite 100  
Harrisburg, PA 17101  
877.570.8040

**E-mail:**  
resume.public@arcus.net

