

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

**POSTED: NOVEMBER 6, 2014**  
**POSTED UNTIL NOVEMBER 10, 2014**

**POSITION: EXECUTIVE DIRECTOR, LIVABLE CITY INITIATIVE  
(NOT TESTED)**  
**DEPARTMENT: ECONOMIC DEVELOPMENT ADMINISTRATION**  
**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

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

Application available online at [www.cityofnewhaven.com/HumanResources/CityJobPostings.asp](http://www.cityofnewhaven.com/HumanResources/CityJobPostings.asp), or may be picked up at the Department of Human Resources at 200 Orange St., 1<sup>ST</sup> Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

**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.