Position:
Rental and Utility Relief Program Director

Organization description:
The City and County of Honolulu (“City”) Office of Economic Revitalization (OER) was established mid-2020 to coordinate the City’s response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that O‘ahu’s economy can remain open. OER also directly assists O‘ahu residents and businesses to find assistance and execute CARES-funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities:

- GENERAL
  - Supervise and participate in the development, analysis and completion of a project or assumes project responsibility for a major special purpose study requiring initial development and management and where assignments are of a creative nature
  - Supervise and participate in the preparation of goals, policies, and standards; participate in determining the objectives, scope, planning methods, techniques, standards and other criteria utilized on projects and studies; assign work to subordinates participating in projects and studies and provides instructions on procedures, techniques and methods; coordinate phases of projects and checks and reviews work of subordinates for adequacy and completeness; keep superior information on status and progress of project

- Serve as program director for the Emergency Rental Assistance Program, an OER initiative using Federal COVID-19 relief funding (50%) [https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program](https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program)
  - Develops, implements and reports on this Rental and Utility Relief Program including related programs on Housing Stability Services

- Represent the City with various stakeholder and community meetings regarding housing and utility supports and the COVID-19 pandemic. (20%)

- Required to work with City contractors, State and County Governments, related non-profits and community to develop, implement, and report on the program (15%)
  - Meets and confers with managers, department heads, staff and the public to resolve housing and utility services problems caused by COVID-19, clarify OER agency goals and objectives, responsibilities and suggest means for implementing recommendations to address housing, economic revitalization, and the pandemic response as approved by the Executive Director.
• Advises the Executive Director in his/her decisions relating to City agency response to housing and utility support and the COVID-19 pandemic by providing pertinent information or pointing out workable alternatives (10%)
  o Reviews materials, reports and other communications relating to City programs responding to housing and utility relief issues and COVID-19 which include general administrative, financial and budgetary matters of City agencies and makes recommendations for their disposition based upon knowledge of the thinking and policies of OER
  o Prepares and answers correspondence for the Executive Director relating to housing and COVID-19 or OER business.
• Performs other related duties as may be assigned to ensure efficient operations of the City OER (5%)

Qualifications:
• Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in city planning, engineering, economics, sociology, public administration and four years of professional work experience in city planning or related planning activities or as applicable for positions requiring specific specializations:
  o (COMMUNITY REVITALIZATION) professional work experience in community development project planning, coordination and/or management, which may include housing, and which shall have included significant involvement in feasibility analysis and the review of business plans and project/grant proposals and demonstrated knowledge of different means of financing and project budgeting
  o (PROGRAM MONITORING) professional administrative, fiscal or analytical experience in monitoring, evaluating and/or administering federal, state or private grants
• Ability to plan and supervise the work of subordinates; translate ideas and recommendations into plans which are in conformance with laws and regulations, and with the best social, economic and public interest utilization; collect, analyze, and interpret data pertaining to related situations, and make effective decisions and recommendations from these data; speak effectively to individuals and to groups, and to prepare reports.
• Patience and empathy when dealing with individuals, contractors, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations
• Computer, internet, web-based program management platforms and smart phone usage skills
• Good verbal and written and communication skills
• Strong attention to detail
• Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments agencies

Physical requirement:
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Compensation:
Starting salary commensurate with experience.

Employment duration:
Employment to start as early as October 20, 2021.
To apply:
To apply, please send a 1 page cover letter, current resume, and at least three current references to oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position for this position and explain why you are interested in working with the City and County of Honolulu in this role.

Deadline to apply:
Applications will be accepted until position is filled.