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CAREER OPPORTUNITY

DEPARTMENT OF HEALTH, HOUSING, & COMMUNITY SERVICES

DIRECTOR OF HEALTH, HOUSING, & COMMUNITY SERVICES

CITY OF BERKELEY ANNUAL SALARY: \$182,945–\$267,549 DOE/DOQ

THE CITY OF BERKELEY, CALIFORNIA, IS SEEKING A VISIONARY DIRECTOR OF HEALTH, HOUSING, AND COMMUNITY SERVICES to lead a staff of 46 and oversee an approximate budget of \$100 million. The Director will champion the community's welfare and wellbeing, entrusted with a broad spectrum of essential human service programs. They will oversee all critical activities of the Health, Housing, and Community Services Department, ensuring that each of the Department's five Division Managers are empowered and supported to carry out impactful work. As the leader and voice of the Department, the Director will provide policy direction and advise the City Manager and the City Council on all aspects of community health services. The ideal candidate is a perceptive and empathetic leader, who views all programs and initiatives through a lens of inclusivity and emphasizes excellence in service delivery. This highly experienced Director must be adept at breaking down barriers, fostering collaboration, and forging strategic partnerships while navigating labor and workforce needs. *Step into a vital leadership role in a progressive and pioneering community—apply today!*





THE COMMUNITY & CITY

THE ICONIC CITY OF BERKELEY, CALIFORNIA, IS LOCATED on the eastern shore of San Francisco Bay. It covers an area of almost 18 square miles and is home to approximately 123,000 people who create an ethnically diverse community and an ever-evolving, culturally rich atmosphere. Further known as a hub for academic excellence and scientific progress, the City is home to the world-renowned University of California Berkeley and Berkeley City College. It is also known for its arts, culinary, and entertainment scene. There is never a dull moment in Berkeley, whether you visit the Downtown Arts District or Telegraph Avenue. Other notable attractions include its bountiful farmers' markets, Berkeley World Music Weekend, Berkeley Kite Festival, and so much more! If you're outdoorsy, check out Lake Anza in Tilden Park or the Adventure Playground. If you're a foodie, explore the City's many sustainable and organic restaurants or peruse a local craft brewery. There is also the Lawrence Hall of Science, Aquatic Park, or the Habitot Children's Discovery Museum for family fun. When you live, work, and play in Berkeley, you always have something to do!



THE CITY GOVERNMENT

THE CITY PROVIDES A VARIETY OF SERVICES across 12 departments and operates on a budget of \$728 million with 1,822 FTE employees. In addition to an engaged constituency base, the City has many commissions that discuss and advise on issues ranging from Civic Arts to Disaster and Fire Safety; click here to peruse the **commission roster**.

CLICK
LINK

THE CITY'S MISSION

Provide excellent service to the Berkeley community; promote a diverse, accessible, affordable, safe, healthy, environmentally sound, and culturally rich city; innovate; embrace respectful, democratic participation in local decision-making; respond efficiently and effectively to neighborhood and commercial concerns; and do so in a fiscally sound manner.

THE DEPARTMENT

THE HEALTH, HOUSING, AND COMMUNITY SERVICES (HHCS)

DEPARTMENT holds the responsibilities of an independent local health jurisdiction and is responsible for addressing public health prevention and emergencies as well as the physical health, mental health, and basic needs of those most vulnerable. The Department is also responsible for producing, preserving, and supporting affordable housing for Berkeley residents. In addition to the Office of the Director, the Department's five divisions include Public Health, Mental Health, Housing and Community Services, Environmental Health, and Aging Services. The Department's *mission is to enhance community life and support housing, health, and wellness for all!* The vision is for all residents of Berkeley to be affordably housed, enjoy their best possible health, and receive the support they need to lead satisfying and productive lives.

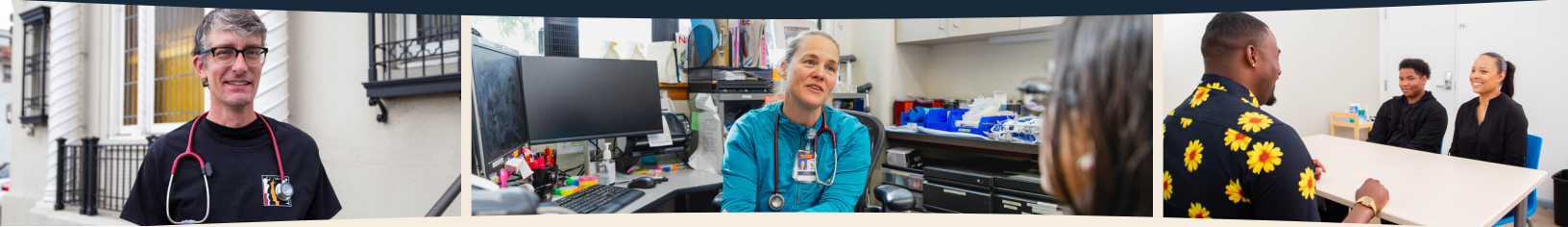
THE JOB

THROUGH STRATEGIC PLANNING, EFFECTIVE ADMINISTRATION, and collaborative engagement, the Director of Health, Housing, and Community Services plays a pivotal role in addressing the evolving needs of the City's residents. The Director integrates housing development with neighborhood revitalization efforts and economic development opportunities, demonstrating a holistic approach to community welfare. Additionally, they provide guidance on matters related to health and housing, serving as a liaison between the City Manager, City Council, and the public. The Director will sit on various boards and commissions, providing guidance and executive leadership to ensure that services are more accessible for everyone. The Director's duties also extend to navigating complex funding relationships with federal, state, and county agencies, ensuring compliance with relevant regulations. A major aspect of this role is fiscal management – securing diverse sources of funding to successfully keep the Department's programs running efficiently. They will expertly oversee the budget and ensure that all relevant data and research on program effectiveness is prepared for City Council.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS A HIGHLY EXPERIENCED PUBLIC SECTOR PROFESSIONAL with a background in environmental health, housing, public health, and/or mental health. They should be a visible, influential, decisive, and diplomatic leader with a proven track record of empowering and uniting others in service of a common cause. This position requires orchestration of outreach, education, and initiatives, necessitating strong communication and presentation skills. They should also be an open communicator and promote transparency and integrity to foster trust within the organization and community. The Director will have strong mentorship skills, political awareness, and the ability to seamlessly coordinate with commissions, nonprofits, and vendors within the community. The Director will also artfully navigate grant funding complexities, connecting the dots to big-picture strategies while strategically braiding funding to address long-term programmatic needs.

The next Director will prioritize work-life balance and self-care for themselves and their team, recognizing the high-touch nature of their work. As the Department Director, they must also develop strategic partnerships, understand labor standards, and have relevant supervisory experience, ensuring they are equipped to handle the complexities of the role effectively.



CORE COMPETENCIES

The ideal candidate will demonstrate...

TECHNICAL KNOWLEDGE.

Demonstrates subject matter expertise in health, housing, and community services including funding, legislative mandates, public and mental health laws, housing development regulations, and other aspects of government compliance.

CONFLICT

MANAGEMENT. Capably manages disagreements, thwarts destructive competition, and encourages groups to collaborate respectfully.

ENERGY & MOTIVATION.

Sustains passion and enthusiasm for their work consistently over time.

MISSION FOCUS.

Understands and supports the Department's mission, vision, and values and represents departmental needs.

DIPLOMACY.

Remains apolitical but politically aware. Forges coalitions and builds networks to achieve strategic goals.

STRATEGIC THINKING.

Understands factors affecting timeline, budget, and staff allocation and makes decisions accordingly while navigating competing priorities and stakeholder needs.

EXCITING PROJECTS & OPPORTUNITIES

- ▶ Seek funding opportunities to further support seniors and individuals with mental illness
- ▶ Implement Proposition 1 and CalAIM
- ▶ Build out 24/7 Specialty Care Unit
- ▶ Implement the goals of the Strategic Plan for Health Equity FY 23–FY 25

EMPLOYMENT STANDARDS

- ▶ **EDUCATION:** Graduation from a four-year college or university with major coursework in Business or Public Administration, Health Care or Hospital Administration, Public Health Administration, or a closely related field.
- ▶ **EXPERIENCE:** Six (6) years of progressively responsible experience in public administration, health care management, or community development. At least four (4) years of this experience must have been at a managerial level, which included state and federally funded services; policy formation; program planning, development and implementation; and budget and personnel management.
- ▶ California Driver's License and a satisfactory driving record.

DESIRED

- ▶ 10 years senior level experience in a public agency setting.
- ▶ Master's degree in the fields noted above and experience with citizen-participation based planning efforts, citizen boards and commissions, and state and federal grant administration.



COMPENSATION & BENEFITS

The annual salary is **\$182,945–\$267,549 DOE/DOQ**, plus a generous benefits package:

RETIREMENT: City employees are included in the California Public Employees Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility.

SRIP: The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP).

DEFERRED COMPENSATION: Two voluntary deferred compensation 457 plans are offered. Employees may contribute up to \$23,000 per year on a pre-tax basis.

MEDICAL PLANS: Choice of a Kaiser HMO Plan or Sutter Health Plus HMO Plan.

DENTAL PLAN: Delta Dental of California.

LIFE INSURANCE: \$25,000 Life Insurance and Accidental Death & Dismemberment policy. Optional Supplemental Life Insurance policy of up to \$300,000.

SICK LEAVE: 12 days per year.

VACATION: 2–6 weeks based on years of employment with the City.

HOLIDAYS: 14 regular holidays and 3 floating holidays annually.

LONG-TERM DISABILITY: Benefit is paid at 60% of salary.

OTHER: Flexible spending accounts, education and professional development reimbursement, retiree medical coverage, YMCA membership subsidy, and transit subsidy.



HOW TO APPLY

For first consideration, apply by **MAY 22** at:

WBCP JOB BOARD



SAVE THE DATES. Round one interviews will be virtual and held on **WEDNESDAY JUNE 17**. Finalists will move forward to in-person interviews on **TUESDAY, JUNE 27**. Candidates invited to interview must be available for both dates.

Please contact your recruiter, Terri, with any questions:
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terri@wbcpin.com