

## **City of Waco, Texas – Assistant Director of Housing and Economic Development**

Waco is commonly referred to as “one of Texas’ best-kept secrets” and enjoys a vibrant community spirit in a centrally located and easily accessible region. Brimming with Texas history, economic opportunities, and cultural experiences, Waco, Texas, is ideally situated along the I-35 corridor, 90 miles south of Dallas and 100 miles north of Austin. This progressive and diverse city offers major attractions, museums, recreation, and abundant shopping to more than 130,000 residents.

Waco is a home rule city with a council-manager form of government. The City Council is comprised of a Mayor and five City Council members. The City Council, City Manager, and staff conceptualize and prioritize strategic planning for Waco’s growth.

Under general supervision, the Assistant Director assists the Director of the Housing and Economic Development (HED) department with staff management and resource allocation and provides technical expertise on a wide variety of housing and economic development programs and issues. The department consists of 14 employees and has an operating budget of \$2.73 million, including \$600,000 in City general funds and \$2.1 million in federal funds.

The City of Waco seeks a motivated, energetic leader to be its next Assistant Director of Housing and Economic Development. The ideal candidate will have a proven track record of building relationships with non-profit and community groups and dedication to public service. As the Assistant Director will be the City’s leading expert in Housing, he or she must have several years’ experience implementing HUD programs, including CDBG and HOME. An in-depth understanding of the rules and regulations of these programs, as well as the process and reporting guidelines, will be essential. The Assistant Director should have a thorough understanding of regulatory compliance for housing programs and experience monitoring the recipients. Knowledge of Continuum of Care (COC) and Homeless Management Information Systems (HMIS) is a plus.

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

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