



Class Title: Deputy Housing Director

Designation: Exempt

Department: Housing

### Position Overview

The Deputy Housing Director is a City of Ketchum employee and assists in fulfilling a contract for services with the Blaine County Housing Authority (BCHA). This position oversees and creates key programs for housing under BCHA's and Ketchum's jurisdiction. The Deputy Director will be assigned project management responsibility of specific goal areas in BCHA's Strategic Plan and Ketchum's Housing Action Plan, depending on the Deputy Director's interests, strengths and experience. This position supervises other staff. The work is performed under the supervision of Ketchum's Housing Director.

### Essential Functions

- Assists the Housing Director in, and leads components of, the management and implementation of BCHA's Strategic Plan and Ketchum's Housing Action Plan; assists with administrative functions, communications, and developing and monitoring the progress of these plans;
- Assists or manages newsletter development, quarterly partner meetings and public presentations with guest speakers, trainings, and other stakeholder and community outreach;
- Assists Director in developing rapport with local governments and stakeholders, budget development and staff management.

### Potential Functions

- Program development and implementation:
  - Researches, designs, implements, and manages new housing programs for a range of income levels;
  - Leads RFP development and review;
  - Works with developers and property managers for any new affordable housing construction, acquisition, and rehabilitation developments associated with BCHA or the City of Ketchum;
- Planning & Policy:
  - Works with the Planning and Building Department on code rewrite and the

- Comprehensive Plan Update; manages the relationship with a GIS expert to map vacant sites and naturally occurring affordable housing;
- For BCHA, works with other jurisdictions' planning and administration departments, including writing letters to decision-making bodies regarding housing development and land use applications in those jurisdictions.
- Housing Stability:
  - Creates a housing navigation system/ one-stop-shop for housing and related resources;
  - Implements the Emergency and Transitional Housing Plan, which includes oversight of the Transitional Housing Administrator.
- Expands and leverages resources by finding, coordinating, and applying for philanthropic, state, and federal funds;
- Provides oversight of the Program Administrator's application and compliance reviews and assists on the development of deed restrictions and other contracts.
- manages data analysis for updating the housing needs assessment;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### Qualifications

- Experience in affordable housing, housing, real estate, planning, homelessness, continuums of care, and cross-agency collaboration;
- Experience supervising and motivating a diverse team;
- Ability to professionally communicate in writing and verbally; Spanish language skills is a plus;
- Demonstrated ability to show empathy for clients and to maintain confidentiality;
- Work productively independently and as part of a team, both with staff and volunteers;
- Proficient in Microsoft Word, Outlook, Excel. Experience with customer relationship management systems (such as Salesforce) a plus;
- Ability to multitask and prioritize projects in a fast-paced environment;
- Possess a high level of self-motivation and initiative;
- Ability to work occasional evenings.

#### Acceptable Experience and Training

- Six (6) years' experience in at least one of the following fields: housing, case management, social services, real estate, project management, public administration, or related fields. Education may be substituted for experience with review;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

#### Licenses and Other Requirements

- Valid Idaho driver's license;

- Applicants must be able to pass a background check.

#### Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Benefits Available

- A pet-friendly one-bedroom home is available in downtown Ketchum until permanent housing is acquired.
- Access to City of Ketchum corporate ski pass.
- Please see the City of Ketchum Employee Benefits FY 2023-2024 included.

To apply: Email resume and cover letter to [housing@ketchumidaho.org](mailto:housing@ketchumidaho.org).



## CITY OF KETCHUM EMPLOYEE BENEFITS FY 2023 - 2024

OCTOBER THROUGH SEPTEMBER		
MEDICAL: III-A Blue Cross of Idaho	see III-A Handbook for details	
PHARMACY SERVICES: Pro-Act	see III-A Handbook for details	
EMPLOYEE ASSISTANCE: III-A EAP	see III-A Handbook for details	
LIFE INSURANCE: One America	see III-A Handbook for details	\$20,000
OCTOBER THROUGH SEPTEMBER		
DENTAL: Delta Dental	deltadental.com for details 208-489-3580	
JANUARY THROUGH DECEMBER		
HRA 213D: NBS	Employee Employee + 1 Family <i>maximum carry over per year up to</i> Employee Employee =+1 Family	\$875 \$2,375 \$2,675  \$8,400 \$9,800 \$11,200
FSA: NBS	Employee (Voluntary) IRS 125 Cafeteria <i>use it or lose it</i>	\$3,200 maximum contribution \$500 carry over limit
FSA DEPENDENT: NBS	Employee (Voluntary) IRS 125 Cafeteria  <i>use it or lose it</i>	\$3,200 Single maximum contribution \$5,000 Married (not joint) maximum cont
SHORT TERM-LONG TERM DISABILITY:		
Lincoln Life	Short Term (STD) & Long Term (LTD) Disability see policy for details	



## CITY OF KETCHUM EMPLOYEE BENEFITS FY 2023 - 2024

Agency	Employer Monthly	Employee Monthly	Total Employer	Pay Period Deduction
<b>III-A</b>				
Employee	1,316.00	-	1,316.00	-
Employee & Spouse	2,632.00	63.66	2,568.34	31.88
Employee & Child	1,843.00	26.70	1,816.30	13.35
Employee & Children	2,514.00	41.48	2,472.52	20.74
Employee & Family	3,764.00	105.22	3,658.78	52.61
<b>Delta Dental</b>				
Employee	46.01	-	46.01	-
Employee & Spouse	99.41	37.14	62.27	18.57
Employee & Child	89.41	34.64	54.77	17.32
Employee & Children	122.53	61.14	61.39	30.57
Employee & Family	161.72	92.44	69.28	46.22
Agency	Employer Annually	Employee Annually	Total Employer	Pay Period Deduction
<b>CITY HRA 213D</b>				
Employee	875.00	-	875.00	-
Employee & Spouse	2,375.00	-	2,375.00	-
Employee & Family	2,675.00	-	2,675.00	-
<b>PERSI</b>				
FT Employees	11.18%			6.71%
FT Fire Employees	13.26%			9.83%