



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



MIAMI-DADE COUNTY, FL  
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

INVITES YOUR INTEREST IN THE POSITION OF

**RAD PROGRAM MANAGER**

## THE COMMUNITY

Miami-Dade County is located in Southeast Florida and is the seventh-most populous county in the United States, with 2.7 million residents. The largest county in Florida by population, Miami-Dade is the third largest in the state in terms of land area, covering 1,946 square miles.

The County is dynamic and diverse and is home to 36 incorporated cities and many unincorporated areas. The northern, central, and eastern portions of the county are heavily urbanized, with many high-rises along the coastline, as well as the location of South Florida's central business district, Downtown Miami. Southern Miami-Dade County includes the Redlands and Homestead areas, which make up the agricultural economy of Miami-Dade. The Redlands area makes up roughly one-third of Miami-Dade County's inhabited land area. It is sparsely populated, a stark contrast to the densely populated, urban northern Miami-Dade County. The county's western portion extends into the Everglades National Park and is populated only by a Miccosukee tribal village.

## THE ORGANIZATION

Miami-Dade County is one of the largest governments in the southeast with a \$7.14 billion annual budget and 26,773 employees. The Mayor of Miami-Dade County is elected countywide to serve a four-year term and is considered a "strong mayor." The Mayor appoints all 25 directors who oversee the operations of the County Departments, has veto power over the Commission, and is not a member of the County Commission.

The Board of County Commissioners is the legislative body, consisting of 13 members elected from single-member districts. Members are elected to serve four-year terms, and elections of members are staggered. The Board chooses the Chairperson, who presides over the Commission and appoints the members of its legislative committees. The Board has a wide array of powers to enact legislation, create departments, and regulate businesses within the county. The Board also has the authority to override the Mayor's veto with a two-thirds vote.

## THE DEPARTMENT

The Miami-Dade Public Housing and Community Development Department (PHCD) is the sixth-largest



housing agency in the nation. One of the most complex and comprehensive public housing agencies, the PHCD is responsible for housing more than 30,000 residents inclusive of public housing, providing Section 8 subsidized payments for 16,000 families, and administering an array of specialized housing opportunities for special populations, including the homeless.

PHCD administers federal subsidies that support over 400 units of public and other assisted housing. The Department works with builders, developers, lenders, and private housing providers to expand affordable housing opportunities in Miami-Dade County, provide support for self-sufficiency, and offer resources for current and aspiring homeowners.

PHCD administers federal funding programs, including the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME) Grant, the Emergency Shelter Grant (ESG), and the Neighborhood Stabilization Grant, designed to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for low and moderate-income households. Priorities include developing affordable housing, including the oversight of the State Documentary Stamp Surtax (Surtax) and State Housing Initiatives Partnership (SHIP) funds for affordable housing development.

Miami-Dade County places a high priority on assisting low-income households in achieving homeownership through counseling and educational programs. Rehabilitation of existing single-family homes and apartment units to provide weatherization, roofing, and air conditioning for low- to moderate-income households is another top priority based on the goal of retaining and improving the existing housing stock.

As part of its economic development strategy, one of the Department's goals is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and not-for-profit organizations. Programs are administered primarily through sub-grantee community-based organizations (CBOs) and various County Departments.

The Rental Assistance and Demonstration Program (RAD) is a relatively new HUD tool that allows public housing agencies to convert public housing into a site-based housing program, making financing

of redevelopment projects more attractive to developers and more financially viable. In 2018, the Board approved submission of applications to HUD for the RAD program.

## THE POSITION

The RAD Program Manager will report directly to the Division Director and manage the Rental Assistance and Demonstration Countywide Program. The work involves the management and execution of large, high-profile, and complex redevelopment projects using the RAD Program. Effective management of the RAD Program is critical to PHCD since it will facilitate obtaining redevelopment funding and substantially accelerate the redevelopment program.

The Manager will provide critical reviews and compliance functions for large, complex, mixed-finance redevelopment projects to ensure compliance with the latest RAD Program regulations, Code of Federal Regulation, Public Housing Agency Notices, and other HUD regulations and guidance. The Manager will review the most current and previous RAD Program regulations and other HUD rules, regulations, notices, and guidance, and determine pertinent changes and how these will impact redevelopment projects, including but not limited to applications and approvals, documentation required to obtain approvals, Fair Housing requirements, and notification of residents and resident groups. Furthermore, the Manager will monitor and coordinate with federal, state, municipal agencies, CRAs, and private sector entities to identify potential redevelopment funding and work with developers to incorporate these sources in funding applications. The redevelopment program is a critical component in converting PHCD's over 6,400 outdated public housing sites into compliance with codes, building systems, infrastructure, safety, and security concerns, and providing long-term site-based subsidies.

The Manager will be responsible for the coordination and management of all aspects of the RAD Program Analysis and Implementation Plan (RAD Work Plan). The Manager will work closely with PHCD's RAD Consultant (TAG Associates) to oversee and manage RAD Work Plan activities, including but not limited to:

- Ensure that the RAD Work Plan is coordinated and implemented;
- Evaluate personnel required to implement the RAD Work Plan and recommend personnel for specific tasks;
- Coordinate RAD Work Plan milestones/submissions to ensure timely completion;
- Evaluate and recommend beneficial deal terms and fees, cash flows, capital lease payments, and other potential sources of funds for PHCD to share in developer fees, cash flow, etc.;



- Submit Commitment to Enter into a Housing Assistance Payment (CHAP) applications;
- Submit Fair Housing and Equal Opportunity (FHEO) documents;
- Draft RFP and review developer procurement process with the Procurement Division and County Attorney's Office;
- Procure consultants for Environmental Analysis and RAD Physical Condition Assessment (RPCA) and oversee work;
- Review opportunities for bundling developments;
- Draft and issue flyers, information notices, and other resident information required by RAD regulations;
- Coordinate Environmental Review/Part 58;
- Review, edit, and comment on all developer agreements;
- Review, edit, and comment on all developer submissions to HUD, including RAD applications, mixed-income finance development proposals, etc.;
- Schedule team meetings and follow up on action items;
- Manage and schedule resident/public meetings and issue meeting notes;
- Provide briefings on the RAD Program to residents, the public, and others as necessary.

The job further entails having high-level meetings and maintaining ongoing communication with federal reviewers at the local HUD Office, HUD Headquarters, Special Applications Center, Office of Public Housing Investments (OPHI), Fair Housing Equal Opportunity (FHEO), and HUD's Counsel to explain PHCD applications and submissions to HUD and

ensure timely reviews and approvals of submitted HUD applications and other documentation requiring approval.

The incumbent must have experience and ability to conduct a detailed analysis of RAD Regulations, Code of Federal Regulations, PHA Notices, and other HUD regulations and guidance pertaining to large, complex, mixed-finance development projects on public housing sites under the RAD Program.

The selected candidate shall be able to recommend initiatives favorable to PHCD for its redevelopment program to Florida Housing Finance Corporation (FHFC) and others that provide major redevelopment funding and manage meetings with residents, stakeholders, community organizations, and the public to discuss RAD Program redevelopment initiatives and proposed projects. The RAD Manager will coordinate with other PHCD divisions concerning 5-year and 1-year agency plan submissions to HUD and corresponding approvals and other development-related matters required for the RAD Program.

Strong business and management principles, including change management, project management, budgeting, and negotiations is needed. Must have exceptional communication and interpersonal skills with an ability to build solid relationships and work well in a focused, collaborative environment. An individual who is analytical, decisive, and solutions-oriented is needed. Must be a visionary who can identify long-range objectives and implement strategies and actions to achieve results.

A bachelor's degree in Business Management, Public Administration, or a related field is required; a master's degree is preferred. Candidates must have at least five (5) years of industry experience in a high-level administrative or operational oversight position in housing and community development/redevelopment and familiarity/experience working with development funding sources. At least three (3) years of demonstrated experience with complex governmental and/or HUD applications, reports, and processes, and expertise and knowledge of the Code of Federal Regulations and HUD Notices is needed. LEED AP Certification is desired.



## COMPENSATION

The starting salary is based on the knowledge and experience of the individual selected. Miami-Dade County offers an attractive benefits package. The State of Florida does not have a state income tax.

## TO APPLY

If interested in this outstanding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online.

Resumes will be screened according to the qualifications outlined above. The position is open until filled. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the Director of the Public Housing and Community Development Department. Candidates will be advised of the status of the recruitment following the selection of the RAD Program Manager.

Miami-Dade County is an Equal Opportunity/ADA Employer. Hiring decisions are contingent upon results of the background check and pre-employment physical including alcohol/drug testing. Employees of Miami-Dade County may be required to work before, during, and/or after a natural or manmade disaster or hurricane.

**According to Florida's broad Public Records/Sunshine Law, employment applications and resumes are subject to public disclosure.**

Questions regarding recruitment may be directed to:

Mr. Elliott Pervinich, Vice President

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