

City of Kingston

Manager, Affordable Housing

Job Number: J0525-0095

Bargaining Unit: Non-Union

Job Type: Regular, Full-time

Salary: \$111,962.47 - \$139,938.78/Year

Comprehensive Benefit Plan paid by employer

Defined Benefit Pension Plan-OMERS

Location: Kingston, ON – Hybrid Work Arrangement

Hours of Work: 35 hrs/week, with the ability to attend evening and weekend meetings outside of regular business hours.

Closing Date: June 1, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our



qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

Under the direction of the Director, Housing & Social Services, the Manager, Affordable Housing is responsible for affordable housing solutions across the housing continuum. This includes leading the development of affordable, supportive and transitional housing as well as development of emergency shelters. The Manager is also responsible for creation, development and implementation of innovative affordable housing programs and strategies that support increasing the level of affordable housing across the City of Kingston and County of Frontenac.

In collaboration with the Manager of Homelessness Services the Manager of Affordable Housing is responsible for leading and the ongoing monitoring of the City of Kingston 10-year Housing and Homelessness Plan in addition to supporting City of Kingston Strategic Priorities.

The Manager, Affordable Housing is an effective leader responsible for strategic planning, budget development and work planning, effective employee relations and change management related to both Affordable Housing programming as well as broader Housing & Social Services programming.

The Manager will ensure that the Affordable Housing Division is a leader in planning, delivering and advocating to senior levels of government for responsive and innovative housing solutions to address the local affordable housing needs across the City and County.

KEY DUTIES AND RESPONSIBILITIES:

Responsible for development, management and delivery of affordable, transitional and supportive housing projects and programs including the Homeownership and Additional Residential Unit (ARU) program.

Support development of emergency shelters.

Ensures all affordable, supportive and transitional housing development projects and emergency shelter developments undertaken are in compliance with City, Provincial and Federal requirements, guidelines and standards, including meeting required timelines and budget.

Responsible for meeting affordable housing development and program performance outcome targets and for developing improved work processes, both for affordable housing programs and also across other departmental programs.

Leads the affordable housing team in development, implementation and evaluation of innovative affordable housing programs and strategies.

Engages City staff, community stakeholders, municipal, provincial and federal government partners in development and delivery of new affordable, supportive and transitional housing units.

Meets with, establishes and maintains positive and effective work relationships with private, not-for profit and cooperative housing developers and support service agencies to seek out new affordable, supportive and transitional housing partnerships throughout the City and County.

Represents the Housing & Social Services Department and the City on a range of community-based committees and working groups and senior government housing tables to ensure appropriate involvement of the municipality on issues of mutual concern to help the municipality achieve strategic affordable housing priorities.

Works with City staff, partner agencies and communities to ensure current and new programs are supporting goal of increasing affordable housing and that resources are utilized in the most productive and efficient manner.

Monitors provincial and federal programs and guidelines to anticipate and determine how proposed changes or new programs and guidelines would impact areas of municipal responsibility.

Works collaboratively across both Housing & Social Services Divisions and City of Kingston Departments to support and achieve affordable housing strategic priorities.

Leads the affordable housing team on program development and change management initiatives.

Managing direct and indirect reports by assigning work, setting schedules, resolving problems, reviewing audits, and identifying appropriate individual goals aligned with individual capabilities, work requirements, and organization's vision and strategic plans.

Fostering and participating in a positive work environment based upon collaboration, teamwork and creating opportunities to develop individual and team competencies.

Develops and manages an annual multi million dollar affordable housing budget. Establishes strategic plans, objectives and metrics that contribute to annual capital and operating plans. Is accountable and responsible for managing affordable housing capital funding allocations made available through municipal, provincial and federal government initiatives.

Monitors and tracks the approved capital budget/funding for capital projects in accordance with established Corporate/Departmental and Ministry requirements ensuring that project expenditures are within budgeted levels.

Provides leadership, vision, and strategic direction to the Affordable Housing division to drive and support increasing the number of capital affordable housing solutions along the housing continuum.

Capitalizes on funding opportunities from other levels of government, including CMHC and Ministry of Municipal Affairs & Housing (MMAH).

Managing and supporting the Housing and Homelessness Committee and liaising with committee members, members of Council and community stakeholders and groups. Compiling relevant information for the preparation of reports to City Council or standing committees as appropriate. Prepare and deliver speaking engagements in the community.

Provides support to comprehensive needs assessments to support City affordable, supportive and transitional housing objectives; gathers and analyzes data from multiple sources to bring forward professionally researched policy/program recommendations.

Other duties as assigned..

Qualifications, Competencies

University degree in Social Sciences, Urban Planning, Social Work, Business Administration or equivalent.

5 – 7 years' progressive management experience in a housing related or social services related field (preferably in a municipal setting); and:

- Successfully completing housing construction projects;
- Preparing and managing capital budgets and capital plans;
- Effectively leading and managing a diverse workforce.

Municipal government experience considered an asset.

Planning experience desired.

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation.

Skills, Abilities, Work Demands

Knowledge of the full spectrum of housing and homelessness programs available in the Province of Ontario and related legislation.

Innovative mind set and ability to think outside of the box with the goal of creation and development of innovative, affordable housing programs and strategies.

Exceptional communication skills, sound judgment, superior customer service, facilitation, negotiation, conflict resolution, relationship building and collaboration skills for interaction with Senior Management, public officials, agencies and the public.

Excellent abilities in program delivery, project management, problem solving, decision making and team leadership.

Familiarity with Ontario municipal roles, functions, issues, challenges, legislative, and policy frameworks.

Highly developed analytical and research skills with the ability to formulate solutions to complex issues.

Strong leadership and team building skills, with the ability to prioritize, mentor and manage a team.

Ability to lead and motivate staff and provide guidance on strategic, operational, and technical matters.

Ability to evaluate the effectiveness of decisions and the application of control and management processes.

Experience undertaking housing needs assessments and developing new policy in alignment with identified needs and responding to emerging social issues.

Demonstrated understanding of political acuity and importance in a municipal setting.

Must be available for evening and weekend meetings.

Ability to travel occasionally for meetings with groups in County of Frontenac and for out-of- town meetings.

Required to obtain and maintain a satisfactory criminal record check.

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.