



**Director of Housing Services**  
CITY OF FAIRFIELD, CALIFORNIA

## The Community

Fairfield, the heart of Solano County, is a diverse and growing community located halfway between San Francisco and Sacramento in the North Bay Area. With 24 parks, numerous bike trails, and two championship golf courses, Fairfield is a great family community with just under 123,000 residents. It is a thriving business hub with notable international companies such as Jelly Belly, Clorox, Ball Metal, and Meyer Corporation. Fairfield offers a regional shopping center, a large auto mall, and is home to Travis Air Force Base, the County's largest employer. Bordered by farms and vineyards, the City's well-developed infrastructure and business-friendly attitude provide the foundation for strong growth and an enhanced quality of life.

In Fairfield, festivals and events occur year-round. Downtown Fairfield hosts two parades, the Certified Farmers Market, the Tomato and Vine Festival, the Blues, Brews & BBQ Festival, and the annual Holiday Tree Lighting Ceremony.

The intimate 380-seat Downtown Theatre offers a broad range of



entertainment from comedy to concerts. The City also sponsors a variety of sports and entertainment activities for the young and young at heart at the

City's Community and Adult Recreation Centers. A network of parks with jogging and bike paths within and around the City offers ample opportunities for hiking, picnics, and other outdoor activities.



Fairfield has prime commercial real estate opportunities, room for

growing businesses, and a large and talented workforce. Its central location, desirable water quality, extensive transportation networks, reasonably priced properties, and proximity to Northern California's world-famous destinations make Fairfield a desired destination for both residents and businesses alike.

## The Organization

The City of Fairfield operates under a City Council/City Manager form of government. The City Council includes a Mayor and six Councilmembers. Fairfield has a FY2027 proposed total budget of \$392 million and a workforce of 600 FTEs. City operations are organized into ten departments: City Manager's Office, Community & Economic Development, Finance, Fire, Housing Services, Human Resources, Information Technology, Parks & Recreation, Police, and Public Works that work to advance the Council's priorities: organizational excellence; community engagement; housing diversity; economic and downtown development; reduction of homelessness and its impacts; and elevation of Fairfield's quality of life.

The City of Fairfield is a forward-looking organization with a long history of innovative practices. The City seeks a collaborative, emotionally intelligent, and technically skilled housing leader who is energized by advancing housing and homelessness initiatives, strengthening organizational effectiveness, and building strong partnerships while delivering responsive, high-quality public service.

The organization prides itself on a collaborative and healthy workplace culture, and the successful candidate's character will reflect the values of the City: Communication, Diversity, Inclusion, Innovation and Transparency. For more information, please visit <https://www.fairfield.ca.gov>.

## The Department

The Housing Services Department plays a central role in advancing Fairfield's commitment to housing stability, neighborhood vitality, and quality of life. Through its Affordable Housing, Housing Authority, and Homeless Services divisions, the Department partners with residents, developers, community organizations, and regional agencies to expand



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## "All about fit"

housing opportunities, administer rental assistance programs, support equitable community development, and coordinate solutions to homelessness. The Department also administers key federal housing and community development resources and helps shape long-term strategies that support a thriving and inclusive community. Supported by a proposed FY2027 budget of \$16.7 million and 12.75 FTEs, the Department leads initiatives that address both current and future housing needs. This "Housing Headlines" video highlights Tabor Commons, one of the City's planned affordable housing developments. <https://www.youtube.com/watch?v=FYOw6EhQrd8>



### The Position

The Housing Services Director serves as a key member of the senior leadership team and provides strategic leadership for housing and neighborhood development initiatives. Reporting directly to the City Manager, the Director plans, organizes, and oversees the operations, programs, staff, and budget of the Housing Services Department, including affordable housing development, housing assistance, housing rehabilitation, first-time homebuyer programs, administration of state and federal grant programs such as CDBG and HOME, and the City's response to homelessness. The Director

works closely with City leadership, external agencies, developers, community organizations, and residents to advance housing priorities, policies, and programs; address homelessness; negotiate complex funding and real estate agreements; and represent the City before the Council and community stakeholders.

### The Ideal Candidate

The City of Fairfield seeks a collaborative and emotionally intelligent housing professional with the technical depth and leadership presence to guide a multifaceted department amid significant opportunity, visibility, and change. This individual will bring sound judgment, political acumen, and a genuine commitment to public service, along with the ability to navigate complex housing and homelessness issues with confidence and professionalism. The ideal candidate will be adept at both building strong relationships within the organization and community and leading and supporting a dedicated team.

As a member of the City's senior leadership team, the next Housing Services Director will embrace a team-first mindset and value collaboration, shared accountability, and cross-departmental partnership, particularly as the City navigates evolving budget realities and community priorities. Fairfield is seeking a humble, approachable, and hardworking leader who fosters a positive, respectful workplace culture and emphasizes communication, accountability, and staff development. Due to the small but mighty size of the Housing Department team, this role is for a "working Director" who remains actively engaged in

the department's operational details, prepares staff reports, presents to the City Council, supports and empowers staff, and champions their professional growth and success.

The successful candidate will know how to balance strategic leadership with day-to-day operational oversight. They will strengthen communication and coordination across divisions, effectively delegate responsibilities, and maintain accountability for accurate, high-quality work products and outcomes. The ideal candidate will cultivate a culture grounded in responsiveness, continuous improvement, and organizational excellence.

The City is seeking a technically strong housing professional with broad experience across affordable housing development, housing authority operations, homelessness initiatives, and grant administration. Familiarity with affordable housing finance and development is essential, including tax credit projects, layered funding strategies, grant deed structures, and public-private partnerships. Experience working with Housing Choice Voucher programs, CDBG and HOME funding, rehabilitation programs, and other federally or state-funded housing initiatives will position a candidate well for success. The ideal candidate will also bring experience managing complex projects, negotiating agreements, and balancing operational, financial, political, and community interests.

This role requires a trusted and effective communicator who can establish



credibility with staff, elected officials, community stakeholders, partner agencies, developers, and residents alike. Politically astute and solutions-oriented, the successful candidate will navigate sensitive and sometimes controversial issues with empathy, transparency, and professionalism while helping position the department for long-term sustainability and success.

## Experience/Education Requirements

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would include seven years of progressively responsible experience in housing administration, housing development, neighborhood development, or a related field, including at least four years in an administrative or management capacity. A bachelor's degree from an accredited college or university in city planning, economics, business, public administration, or a related field is required. Experience working in a public sector agency and an advanced degree are highly desirable.

## Compensation

The salary range for this position is \$192,833 - \$258,224 annually, based on qualifications and experience. In addition to the salary, the City of Fairfield provides a robust **benefits package** which includes:

### CalPERS Retirement

- City participates in CalPERS and does not participate in Social Security. Miscellaneous Classic formula: 2.5% @ 55 or 2.7% @ 55 for eligible prior Fairfield employees. PEPR formula: 2% @ 62.

### Deferred Compensation

- Optional 401(a) plan with 10% City contribution and 457 plan available with no City contribution.

## Search Schedule

**Filing Deadline:** ..... Wednesday, July 1, 2026

**Screening:** ..... Ongoing - Friday, July 17, 2026

**Candidate Recommendations:** ..... Monday, July 20, 2026

**Meet and Greet with the City Manager and Panel Interviews (in-person):** ..... Wednesday, July 29, 2026

**Final Interview (in-person):** ..... Thursday, July 30, 2026

*These dates have been confirmed. Please mark your calendar accordingly.*

### Personal Leave

- 100 hours annually (3.85 hours/pay period).

### Car Allowance

- Up to \$350/month.

### Vacation

- 21.6 to 41.6 days annually, depending on years of service.

### Holidays

- 14 paid holidays annually.

### Sick Leave

- 12 days annually (3.70 hours/period). Employees may elect an annual cash payment for 25% of unused sick leave accrued during the prior 12 months. Leave conversion options available upon retirement.

### Health/Dental/Vision

- City contributes toward medical and dental coverage and covers VSP Basic Plan coverage. Employees with other coverage may receive up to \$518/month as taxable income.

### Other Benefits

- City-paid life insurance up to \$150,000. Optional additional coverage available.
- Employee Assistance Program (EAP).
- Optional health care and dependent care flexible spending accounts.

### Work Schedule

- 9/80 work schedule with City Hall closed every other Friday.
- Hybrid options available with approval.



## The Recruitment Process

To apply for this exciting opportunity, please visit our website:

**Peckham & McKenney**  
[www.PeckhamAndMcKenney.com](http://www.PeckhamAndMcKenney.com)

Please contact Danielle Noble at [danielle@peckhamandmckenney.com](mailto:danielle@peckhamandmckenney.com) or (805) 836-0036 if you have any questions regarding this position or the recruitment process.



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