



Housing and Community Development Director
CITY OF DUBUQUE, IOWA

MGT

Housing and Community Development Director CITY OF DUBUQUE, IOWA

MGT is pleased to announce the recruitment and selection process for Housing and Community Development Director for the City of Dubuque, Iowa. Dubuque is seeking an experienced, forward-thinking, and community-centered leader to join their dedicated leadership team. This brochure provides background information on the City of Dubuque, as well as the qualifications for the Housing and Community Development Director position. Additional information about Dubuque can be found on the City's website: www.cityofdubuque.org.

Candidates interested in applying for the position should immediately submit their résumé and cover letter online, along with contact information for five (5) work-related references, at www.govhrjobs.com. The job is open until filled with a first review of applications on December 1, 2025. Questions regarding this opportunity should be directed to the Executive Recruiter working with the City of Dubuque:

MGT Impact Solutions, LLC
Maureen Barry, Senior Consultant
Phone: 847-380-3240, x116





Located along the Mississippi River bluffs at the junction where Illinois, Iowa and Wisconsin meet, the region known as the Tri-State Area takes great pride in its slogan “Masterpiece on the Mississippi”. The city of Dubuque is the oldest city in Iowa and is the core of a metropolitan service area for seven surrounding counties.

Home to a diverse population of approximately 60,000 residents, Dubuque is a thriving regional hub for healthcare, education, manufacturing, tourism, and financial services. The city consistently ranks among the best places to live and work in the Midwest. Dubuque offers an enviable quality of life, with charming neighborhoods, scenic riverfront views, and a downtown rich in historic architecture. The city also boasts a dynamic cultural scene, higher education institutions including the University of Dubuque and Clarke University, and a wide range of family-friendly amenities.

The City is known for its progressive and sustainable approach to growth. Its long-range vision, Dubuque 2037, aims to create a resilient, inclusive, and healthy community. With a robust local economy, connected infrastructure, and a focus on belonging, Dubuque is truly a city that blends tradition with forward-thinking values.

DUBUQUE BY THE NUMBERS*

Land size: **32.3** square miles

Population (2020): **59,667**

Households (2020): **24,850**

Total Housing Units (2020): **27,174**

Median Household Income (2024): **\$75,919**
(11.3% increase since 2021)

Median Value of Owner-Occupied Housing
Units (2017-2021): **\$155,700**

Housing Occupancy = **92.5%** (64.5%*
Owner-occupied, 35.5%* renter-occupied)

Bachelor's degree or higher, percent of
persons age 25 years+, 2017-2021: **33.2%**

* Source: U.S. Census Bureau & City of Dubuque

THE ORGANIZATION

The City of Dubuque is a full-service, 'Aa2' Moody's rated council-manager local form of government, governed by a Mayor and six City Council members. A professional City Manager oversees 26 department and division managers, who lead more than 925 employees. The City's FY2026 operating [budget](#) is approximately \$172 million and the capital budget is approximately \$86 million. The City's strong credit ratings are a result of the City's steadily growing tax base, healthy reserves, and strong revenue trends. The City is known within the state for its progressive, forward leaning approach to management of the community's resources and the operations of the organization. Click [here](#) to see a copy of the City's latest and past annual comprehensive financial reports.

The 2040 Dubuque Vision Statement

Dubuque 2040 is a sustainable and resilient city, an inclusive and equitable community where ALL are welcome. Dubuque 2040 has preserved our Masterpiece on the Mississippi, has a strong, diverse economy, and expanding connectivity. Our residents experience healthy living and active lifestyles; have choices of quality, affordable, livable neighborhoods; have an abundance of diverse, fun things to do; and are successfully and actively engaged in the community.

Mission Statement

Dubuque city government is progressive and financially sound with residents receiving value for their tax dollars and achieving goals through partnerships. Dubuque city government's mission is to deliver excellent municipal services that support urban living; contribute to an equitable, sustainable city; plan for the community's future; and facilitate access to critical human services.

City Goals 2030

- Healthy and Safe Community
- Financially Responsible, High-Performance City Organization: Sustainable and Effective Service Delivery
- Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity
- Livable Neighborhoods and Housing: Great Place to Live
- Sustainable Environment: Preserving and Enhancing Natural Resources
- Connected Community: Equitable Transportation, Technology Infrastructure, and Mobility
- Diverse Arts, Culture, Parks, and Recreation Experiences and Activities

2025 – 2027 High Priorities (in alphabetical order):

- Continued Implementation of [Central Avenue Revitalization Plan](#)
- Downtown Master Plan Update
- Dubuque Law Enforcement Center (DLEC) Short-Term Facility Enhancements and Future Plan
- [East-West Corridor/Roundabouts Projects](#)
- Next Phases of Chaplain Schmitt Island Development
- [Parks and Recreation Master Plan](#) Adoption and Implementation
- Water Resource and Recovery Center Facility and Process Improvements and [Odor Reduction](#)

DUBUQUE'S HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

The City of Dubuque's [Housing and Community Development Department](#) is powered by a total of 36 FTEs, in the following three divisions:

- 1 Assisted Housing Programs** provide stable, affordable homes for low-income families, seniors, and disabled residents, reducing the risks associated with housing instability and homelessness. By administering Housing Choice Vouchers and project-based assistance, the department ensures safe living environments for vulnerable populations while promoting self-sufficiency. Additionally, rehabilitation and home purchase programs offer loans to income qualified homeowners and buyers, allowing them to maintain and improve their properties, preventing deterioration that could lead to unsafe conditions.

The City has identified the creation of new housing units as a goal. The City of Dubuque's [Central Avenue Corridor Housing Investment Pilot Program](#) aims to incentivize housing improvement and creation along the Central Avenue corridor. The program grants 10-year forgivable loans of \$10,000 per unit to projects that add or improve quality, affordable residential housing choices on Central Ave. from 11th to 22nd Streets. See the [Dubuque County Housing Needs Assessment](#) for more information on area housing goals.
- 2 The department's Inspection and Construction Services** division enforces building codes, inspects rental properties, and addresses nuisance violations. Through regular rental property inspections, construction permitting and inspections, and code enforcement, the division mitigates risks such as structural hazards, fire dangers, and sanitation issues. These efforts extend to vacant and abandoned property licensing and inspections, ensuring that neglected structures do not become safety threats. In addition, the Lead and Healthy Homes programs proactively reduce exposure to lead-based paint and other health risks, particularly for children and older adults.
- 3 Money from the Community Development** Block Grant (CDBG) program supports essential housing, economic development, neighborhood improvement, and public facility projects. In housing development, CDBG funds assist in homebuyer programs, homeowner rehabilitation, and provide the grant match for lead hazard reduction efforts, ensuring that low- and moderate-income families have access to safe, well-maintained homes. Economic development initiatives, such as the Microenterprise Assistance Program, provide financial and professional support to small business owners, fostering economic stability in the community. Neighborhood and community development programs funded by CDBG include zoning enforcement and neighborhood recreation programs designed to enhance public spaces, reduce crime, and provide safe activities for at-risk youth. Investments in public facilities, such as low- and moderate-income area park upgrades and the Lincoln Wellness Project, improve community infrastructure and create safe, accessible recreational spaces. Additionally, CDBG funding supports local nonprofit organizations through a revolving fund, helping to ensure resources are available for services that benefit vulnerable populations.

By integrating these functions, the Housing and Community Development Department ensures that residents live in secure, well-maintained homes, contributing to a healthier and more resilient community.

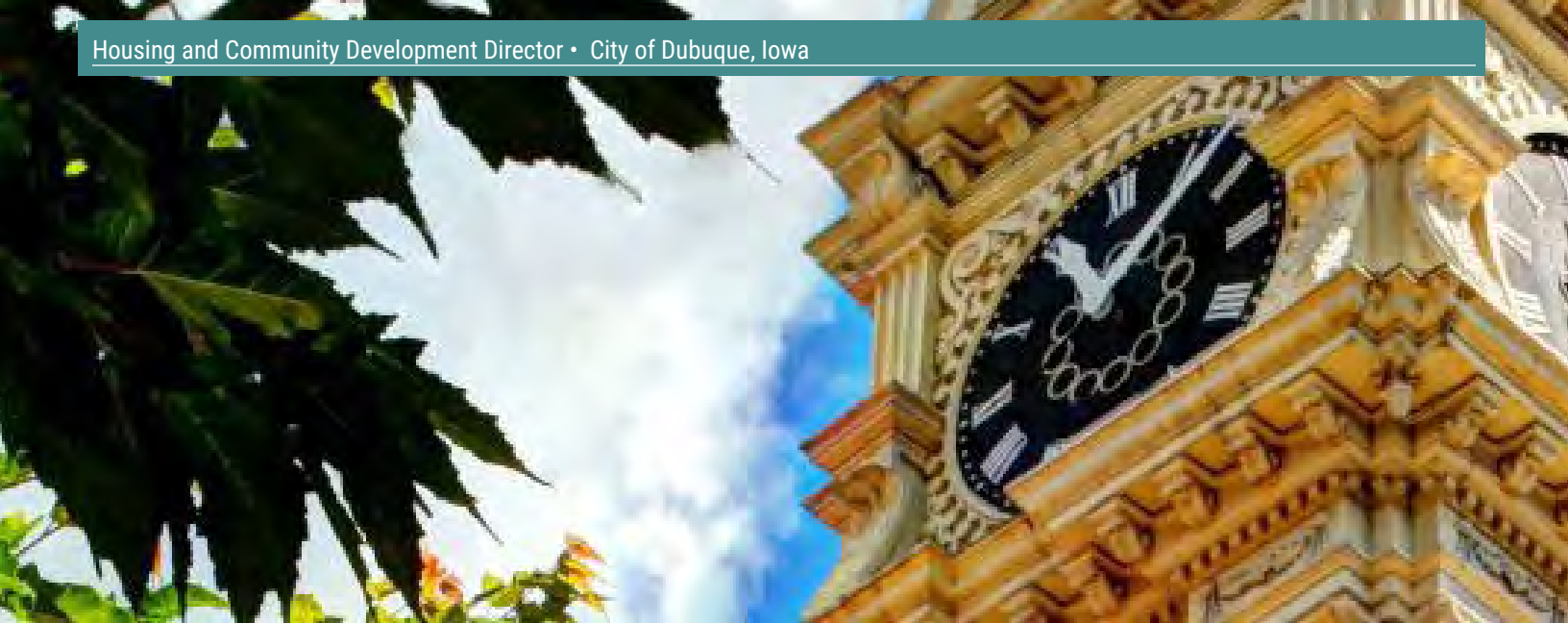
THE POSITION IN BRIEF

The City is seeking a dynamic and effective manager to lead the Housing and Community Development Department during a time of growth and change in Dubuque. With on-going development in the city opening doors to new housing and businesses, this is an exciting opportunity for a collaborative problem-solver to lead a talented team in a department with a long-standing tradition of building connections within the community of Dubuque.

As a member of the City's leadership team, the Director plays a key role in implementing the City Council's goals, and supporting the Dubuque 2039 Vision of a sustainable, resilient, and equitable community where all are welcome. The ideal candidate will bring a high level of emotional intelligence, commitment to continuous improvement, and a strong foundation in inclusive leadership and community engagement to leading the Department's efforts in the creation and maintenance of high-quality housing opportunities.

This position directs all activities of the Department, including supervision of all staff in the department and preparation of the department work program and annual budget. Candidates must be knowledgeable in current housing and community development issues and trends, possess excellent interpersonal and communication skills, and have demonstrated experience in building consensus among groups with diverging perspectives. The position is appointed by the City Manager and functions with wide latitude under the administrative direction of the City Manager.





Primary Position Responsibilities

In addition to the above, the essential job functions of the Housing and Community Development Director include but are not limited to:

- Engage with investors, owners of rental housing and lenders to encourage participation in housing rehabilitation and improvement programs; engage with developers to create additional housing opportunities; develop incentive strategies and programs to assist with the development of new housing or rehabilitation of existing buildings.
- Serve as the Executive Director of the Public Housing Authority; ensure compliance with regulations and directs audits.
- Serve as a hearing officer in disputes involving the rental subsidy program.
- Develop and monitor formulas for the proration of administrative expenses among programs and submit annual financial statements as required by federal rules and regulations; assist with the annual audit of programs; review and approve plans and reports for Community Development Block Grant.
- Prepare policy analysis and recommendations on housing services, issues and opportunities.
- Oversee management of the housing inspection activity including rental licensing, property maintenance code updates, periodic inspection of rental units, complaint inspections and Housing Choice Voucher inspections.
- Oversee updates and enforcement of building codes to ensure public safety through plan review, inspections, and permit issuance for new and existing construction. This is done by managing the Building Code Official, managing the investigation of violations, and consulting with architects, engineers, and the public to interpret and enforce codes related to structural, mechanical, electrical, and plumbing standards.
- Manage the City's compliance with HUD housing hazard reduction grant programs, monitoring production benchmarks, ensuring compliance and fiscal responsibility.
- Attend commission meetings on a regular basis and other meetings as necessary; provide support as needed to the Housing Commission, Housing Appeals and Mediation Board, and Community Development Advisory Commission.
- Provide Administrative oversight for the Community Development Block Grant to ensure compliance with federal directives and timely expenditures of funds.
- Serve as the Certifying Officer for all Environmental Reviews prepared by the City of Dubuque as the Responsible Entity in accordance with 24 CFR Part 58.
- Develop partnerships with City departments, service agencies, neighborhood groups, and other strategic stakeholders to address housing needs and further the Department and the City's goals.

CANDIDATE REQUIREMENTS

The City will welcome candidates who excel at providing first-rate customer service, process improvement, and mentoring and developing their team, which includes 36 FTEs in 3 divisions within the department. The successful candidate will have:

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Planning, Community Development or a related field; and
- At least 3-5 years of professional experience managing housing and community development programs.
- Preferred qualifications include: Master's degree in Business Administration, Planning, Community Development or a related field and additional years of related professional experience, preferably in HUD grant administration, and in working in local governments that provided services to community members from a wide variety of backgrounds.
- Bilingual or multilingual fluency is desired.
- Employees shall establish their principal place of residence within fifty (50) miles of the corporate limits of the city of Dubuque as soon as practicable after the appointment but within two years of appointment.

The Ideal Candidate

This valuable team member will be an integral part of supporting the City of Dubuque's efforts to become a high-performance, data-driven, and outcome-focused organization with the ultimate goal of creating a community of belonging and organization of choice, through planning, partnerships, and people. In addition to experience in the position's key areas of responsibility, the successful candidate will have strong emotional intelligence and a continuous improvement mindset which will add value to our organization and community.

The ideal candidate possesses the ability to follow a management philosophy that includes principles of curiosity; problem-solving; partnerships and teamwork; and two-way accountability. The candidate should exemplify the City's SPIRIT statement, the values by which we operate: Service, People, Integrity, Responsibility, Innovation and Teamwork.





COMPENSATION AND BENEFITS

The salary range is \$120,078 to \$156,978 annually, depending on qualifications. A comprehensive benefits package includes participation in the Iowa Public Employees' Retirement System (IPERS), health insurance (medical and dental), life insurance, medical and dependent care flexible spending accounts, optional 457 plan participation, paid leave time (including parental leave), tuition reimbursement, wellness incentives, and moving allowance.

HOW TO APPLY

Apply online at once at www.govhrjobs.com with a resume, cover letter and contact information for five professional references. The position is open until filled with first reading of applications on December 1, 2025. Questions may be directed in confidence to Maureen Barry, Senior Consultant, MGT, at 847-380-3240, x116.

Our Commitment to You - The City of Dubuque is committed to using a merit-based system in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities, in compliance with all applicable federal and state laws. Our organization provides equal opportunities for all individuals, fostering a workplace that values innovation, collaboration, and work-life balance. We offer job stability, a comprehensive benefits package, and an opportunity to serve and support our growing community. In accordance with legal obligations our policies and practices are designed to ensure fair treatment and foster a respectful workplace where all are encouraged to apply.

