



APPOINTMENT OF AN EXECUTIVE DIRECTOR OF COMMUNITY DEVELOPMENT

RS-23-065

April 4, 2023

Background/Recruitment

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- Executive Director of Community Development vacancy
 - ▣ March 31, 2023
- Recruitment
 - ▣ February 13, 2023
 - ▣ City of Killeen and Texas Municipal League websites
 - ▣ Fourteen (14) candidates applied
 - ▣ Four (4) candidates interviewed

Candidate Information

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- The City Manager selected Tiffanie McNair as the Executive Director of Community Development
- Ms. McNair received her Master of Studies in Law from the University of Toledo and holds a Bachelor of Science in Criminal Justice also from the University of Toledo
- Completed M.B.A. core course work from Tiffin University, graduated with Pre-Licensing Real Estate Sales from Hondros College and graduated from the University of Toledo with a Certificate in Paralegal Studies

Candidate Information (Cont.)

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- ❑ Over thirteen (13) years of experience serving in several non-profit and public sector organizations, and most recently serving as Housing Commissioner with the City of Toledo, Ohio
- ❑ Experience with affordable and tax-credit housing development, underwriting, and management
- ❑ Experience with Community Development Block Grant (CDBG), HOME, HOME-ARP, and Emergency Rental Assistance (ERA) compliance and reporting, Section 42 (Low-Income Housing Tax Credit) housing management, compliance, and development, real estate transaction, and educated in Fair Housing rules and regulations

Candidate Information (Cont.)

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- Certifications:
 - ▣ Housing Development Finance Professional Certification
 - ▣ Fair Housing Compliance and Specialist in Housing Credit Management from the Affordable Housing Management Association
 - ▣ Asset Management Specialist Certification and Certified Housing Asset Manager with NeighborWorks
 - ▣ Housing Credit Certified Professional from the National Association of Home Builders

Alternatives

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- ❑ To disapprove the City Manager's appointment of Tiffanie McNair as the City of Killeen's Executive Director of Community Development
- ❑ To approve the City Manager's appointment of Tiffanie McNair as the City of Killeen's Executive Director of Community Development

Staff Recommendation

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Staff recommends approving the City Manager's appointment of Tiffanie McNair as the Executive Director of Community Development