

HOUSING MANAGEMENT DIRECTOR

Grade 29

General Statement of Duties

Serves as the Director for the Housing Services Department which includes the Housing Choice Voucher Program (HCVP). Plans, manages, directs, supervises, and participates in direct administrative, technical and professional work of the HCVP for the Commission. Provides leadership in addressing member governments' current and growing housing affordability issues.

Distinguishing Features of the Class

An employee in this class plans, directs, organizes and supervises and participates in administrative, technical and professional work with current and growing housing affordability issues and, the Housing Choice Voucher Program. Work includes supervision of staff, program administration and oversight for Housing Choice Voucher assistance, reviewing work efforts for compliance with applicable federal housing guidelines and division procedures, validation of verification process, and other confirmation and compliance reviews; administers and manages the Housing Choice Voucher Homeownership Program explaining requirements and regulations as needed to potential participants; and produces a number of reports and maintain schedule of utility rates. Work requires considerable knowledge of the Housing Choice Voucher Program and independent judgment and initiative in working with clients, landlords and funding officials in the performance of duties. Work is performed primarily in an inside environment. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the staff, tenants and landlords, and applicants.

Duties and Responsibilities

Essential Duties and Tasks

Overall management of the Housing Choice Voucher Program. Plans, directs, organizes, supervises, participates and performs program oversight for the work of the Housing Choice Voucher Division throughout the Commission region; manages work activities, assigns priorities, evaluates employees, and performs other administrative and management oversight work and tasks.

Manages and directs the writing or revising of division policy both administratively and fiscally to include overall management of the Housing Choice Voucher Program and monthly reporting to the Executive Director; develops plans or strategic plans for the work of the division; represents the division at meetings and functions as needed.

Employee hiring and performance management.

Direct oversight of SEMAP performance and certification.

Review of HUD's Two-Year Tool and Voucher management System.

Landlord outreach.

HUD liaison.

Performs Quality Control Reviews.

Answer questions from government officials, appointees to boards, councils and committees, other Commission staff and participants in programs, tenants and landlords and the public concerning the programs and services offered and administered by the division.

Creates and submits mandated reports to funding agencies and others as requested or as a result of program reporting requirements.

Assist with the activities of cash flow needs for the division, budgeting, contract management and other financial and budget tasks as required.

Participates, manages and administers the Housing Choice Voucher Homeownership Program by meeting with potential participants, explain the program including roles and responsibilities, conducting payment calculations using prescribed formulas, reviewing Housing Choice Voucher Director loan closing documents and initiating reports and transmittals to appropriate funding agency.

Assist auditors with review of program records and program providing requested information and answering questions.

Conducts required Housing Quality Control Inspections of the funding agency performing on-site inspections of a predetermined sample of rental housing units; issues reports of inspections.

Maintain and update utility allowance schedule, review data on rates collected or provided by consultant and adjust when required.

Answers question from the public concerning the Housing Choice Voucher program and eligibility requirements.

Provides leadership in addressing member governments' current and growing housing affordability issues.

Addresses policy, resource development, and options to implement programs that assist low income residents with housing problems.

Provide recommendations to increase the stock of new, and reduce the loss of existing, affordable housing.

Responsible for developing high-quality business strategies and plans while ensuring their alignment with short-term goals and objectives

Direct Reports

Assistant Housing Manager

FSS Coordinator (P/T)

Inspector

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices, methods and guidelines relating to the federal low-income rental housing program.

Thorough knowledge of relevant federal, state and local laws and regulations relating to funded programs for low-income housing programs.

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Considerable knowledge of management and leadership principles and practices as applied to human behavior, motivation, budgeting, purchasing, contract management and related issues.

Considerable knowledge of laws, regulations, and organizational policies related to personnel and administrative procedures.

Knowledge of the application of personal computers to document preparation, spreadsheet analysis, reporting and record keeping software, and other related applications.

Ability to work with multiple landlords and tenants within a rental housing program.

Ability to plan, coordinate, analyze and compile administrative and financial information, and to prepared related reports.

Ability to plan, organize, review and evaluate the work of staff assigned.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships with public officials, boards and committees, tenants and landlords and applicants, coworkers, and the general public.

Ability to work with landlords and tenants in initiating a rental housing relationship and getting new potential landlords sign up into the program as they are identified.

Ability to communicate effectively in oral and written form.

Physical Requirements

Must be able to perform the basic life operational skills of talking and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer.

Possession of a valid North Carolina driver's license.

Desirable Education and Experience

Graduation from an accredited college or university with a degree in public or business administration or human services or related. Considerable experience in management of low-income housing or housing related programs preferable including human services eligibility entitlement programs and 3-5 years supervisory experience; or an equivalent combination of education and experience.