HOUSING DIRECTOR

POSITION SUMMARY: Under the direction of the Housing Commissioners and City Manager, oversees the day-to-day operations, maintenance, and administration of the Public Housing, and Section 8 programs. Manages funding and budget issues, resident qualification process, maintenance and rehabilitation projects and other operational areas to ensure compliance with local, state and federal regulations and promote safe, affordable housing to the community.

SUPERVISION RECEIVED: Housing Commission and City Manager or Designee.

SUPERVISION EXERCISED: Employees working at Housing Commission.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Develops mission and long-term plans to realize goals in accordance with community needs, demographic trends, and City vision. Plans, organizes, and directs all aspects of the Housing Commission operations. Plans and coordinates the workload required to efficiently manage and maintain the Housing Commission's public housing complexes and operations including personnel management, budgeting, planning, and general administration. Develops and implements policies, procedures and regulations in accordance with City ordinances and City policies.

2. Directs the recruitment and hiring of personnel. Assigns work, supervises personnel, evaluates performance, mentors, and oversees training and professional development. Takes disciplinary action according to established procedures. Processes payroll paperwork and maintains appropriate personnel files and documentation.

3. Maintains all financial functions in accordance with established guidelines. Develops and monitors the operating budget, reconciles bank accounts, pays invoices, receipts rent and other monies. Researches and engages in land acquisition for the development of new public housing units.

4. Manages the housing complexes and Section 8 voucher programs. Takes applications, determines background and eligibility, fills vacancies, certifies residents, collects rents, oversees building maintenance and performs other facilities management functions.

5. Enforces program procedures, rules and regulations and addresses tenant issues or complaints. Conducts annual recertification of tenants, and otherwise monitors program compliance. Administers eviction proceedings and represents the Commission in court.

6. Serves a secretary for the Housing Commission. Compiles monthly agenda, financial and operational reports and other documentation and takes meeting minutes. Represents the City on interagency councils and committees and attends various meetings of relevant community, state and national agencies.

7. Prepares monthly updates of HUD rules and regulations, completes monthly HUD program reports and ensures ongoing compliance with HUD guidelines.

8. Develops maintenance and replacement schedules for public areas and individual units within the housing complex. Oversees the daily maintenance of the facility and assists staff in prioritizing service requests and work orders.

9. Works with county, state and other entities or agencies to coordinate housing programs. Researches and applies for additional grants to develop new opportunities and maximize the availability of safe, affordable housing within the community.

10. Develops and implements outreach efforts to educate and inform the community of available subsidized housing programs. Provides information and referrals to other agencies as appropriate.

11. Seeks and secures alternative funding sources such as grants, partnership agreements and sponsorships.

12. Maintains records, compiles statistics and prepares reports related to program participation and operations. Monitors program efficiency and effectiveness and makes determinations concerning continuation, expansion, modification or elimination.

13. Keeps abreast of new management techniques, state and federal guidelines, and policies related to Public Housing and Section 8 administration through professional development activities. Attends seminars, workshops and training as necessary.

14. Performs related work as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

A. A Bachelor's degree or the equivalent in public or business administration, or a related field or equivalent education, training and/or experience.

B. Five or more years in housing management, community relations, or related field.

C. Knowledge of applicable local, state and federal laws, rules and regulations.

D. Thorough knowledge of the principles and practices involved in property management and public program administration including professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management and contract administration.

E. Thorough knowledge of housing services, Section 8, and related programs available to the public, and the related qualification requirements.

F. Thorough knowledge of building codes and local, state and federal guidelines governing Public Housing and Section 8 programs.

G. Knowledge of public housing and Section 8 funding sources, grant application procedures and general grant administration.

H. Skill in managing a business office and related financial processes.

I. Skill in the use of computers and related software, and other standard office equipment.

J. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, tenants, representatives of other governmental units, administrators or elected officials.

K. Ability to communicate with tenants and the general public with a high degree of diplomacy in regular or contentious situations.

L. Ability to coordinate and supervise the work of others.

M. Skill in maintaining a comprehensive record keeping system, compiling statistics, generating reports and developing program recommendations.

N. Ability to communicate effectively and present ideas orally and in writing.

O. Ability to effectively train others and assign, coordinates and evaluates the work of staff.

P. Ability to work effectively within deadlines, under stress, and with changing work priorities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee is regularly required to be mobile in an office and an apartment complex setting. The employee must frequently use sight to conduct visual inspections of the facility or individual rental units.

While performing the duties of this job, the employee occasionally is exposed to outside weather conditions in the course of inspecting facilities. The noise level in the work environment is usually quiet.

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