



JOB ANNOUNCEMENT

POSITION TITLE: Director of Assisted Housing Programs

DEPARTMENT: Housing Choice Voucher

SALARY: Negotiable

DATE POSTED: 02/07/18

CLOSING DATE: Open Until Filled

FLSA CLASS: Exempt

POSTING:
#2-02-2018

Duties and Responsibilities:

Responsible for the day-to-day operations of the Montgomery Housing Authority's HCV program. The Director of Assisted Housing Programs will have significant responsibility related to the performance of the department, requiring knowledge of and compliance with applicable HUD regulations. Reports to the Executive Director. Responsibilities include, but are not limited to, the following:

1. Formulates and implements operating policies, procedures, objectives and budgets; ensures operational compliance with relevant regulations and standards.
2. In conjunction with the Executive Director, prepares the HCV program Section 8 Management Assessment Program (SEMAP) Certification Report.
3. Maintains HUD's Public and Indian Housing Information System; ensures data accuracy.
4. Implements and maintains a quality control system.
5. Researches, gathers data and prepares reports to relevant congressional, federal, state and local inquiries and communications relating to the HCV program and its participants.
6. Prepares and responds to internal, HUD or HUD OIG audit reviews as required.
7. Performs ongoing Housing Assistance Payment budget analysis; monitors billing and payments; tracks expenditures and utilization rates; monitors budget expenditures.
8. Ensures that leasing schedules are met.
9. Ensures that all department employees receive proper training and instruction; monitors employees to ensure compliance with policies.
10. Develops and modifies payment standards for the program.
11. Analyzes rental market areas and rent burdens.
12. Develops, reviews and monitors utility allowance schedules.
13. Reviews and monitors program effectiveness.

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14. Implements and maintains a secure records management system.
15. Conducts regular employee meetings; develops employee work schedules and caseload assignments; prepares performance evaluations; interviews and hires employees.
16. Performs other duties as assigned.

Qualifications and Knowledge:

1. Bachelor of Science Degree required in Business Administration, Public Administration, Urban Affairs, City Planning, Accounting, Sociology, Psychology or a related field. Master's Degree preferred.
2. A minimum of five years of management experience in public housing, HCV program, tax credit housing, assisted apartment management, and/or local government housing work (e.g. code enforcement, planning, community development).
3. Certification in HQS Inspection, Income, Rent and HCV program administration required within first year of employment (training and tests at MHA's expense).
4. Knowledge of HUD policies and other Federal, state and local laws, rules and regulations related to low-income housing and MHA policies.
5. Knowledge of good public policy practices and procedures, business English and basic mathematics.
6. Comprehensive and demonstrable knowledge of HUD HQS inspection procedures and requirements.
7. Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
8. Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
9. Ability to meet both internal and SEMAP program deadlines.
10. Ability to plan and prioritize work of self and staff.
11. Bondability.
12. Valid Alabama driver's license, or must acquire one within 30 days of employment.
13. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

Reports to the Executive Director. This employee is responsible for both the compliance of the HCV program and the end products of the department. Employee receives both written and oral instructions. The incumbent of this job must be able to work independently, performing complex work in an accurate and timely manner without close supervision. The position entails balancing competing priorities and analyzing the affordability of various proposals from staff.

The employee gives instructions to subordinates which are usually specific, unless an unusual situation or problem has arisen. The Director of Assisted Housing Programs monitors the work of subordinates for accuracy, completeness, conformity to policy, and achievement of goals or objectives, and evaluates employee job performance.

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Guidelines:

Most work is performed according to existing procedures or written guidelines such as HUD regulations, handbooks, desk references or existing records. The employee will frequently be required to use independent judgment in making recommendations and decisions. This employee has significant responsibility for updating procedures and guidelines to ensure that they are effective, efficient and comply with HUD requirements.

Complexity:

Incumbent performs multifaceted work requiring a deep understanding of HUD rules and requirements relative to HCV program eligibility, income, rent, inspections and contract procedures. The employee must be able to handle complex interpersonal situations involving conflicts between assisted tenants and landlords, with skill and professionalism.

Scope and Effect:

The employee works with the Executive Director, Housing Specialist IIs and, occasionally, HCV program applicants, participants, landlords and other employees. The employee's work is essential to the successful operation of the HCV program. The employee's efforts affect MHA's ability to earn administrative fees and to obtain additional Vouchers and funding.

Personal Contacts:

The employee has continual contact with other employees, program participants and landlords. Most contacts are structured in nature and the employee is expected to use normal tact and professional courtesy. Occasionally a contact may be uncooperative or antagonistic and the employee would be expected to use above-average tact and courtesy. Failure to respond courteously could adversely affect the public's opinion of the program and the Authority.

Physical Demands:

The employee's work involves primarily sedentary office work in a typical office environment. Additionally there is some degree of stress resulting from contact with applicants, participants, landlords, the public and other employees.

Work Environment:

Work, involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, cooled, lighted and ventilated.

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DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.