



## **DIRECTOR OF HOUSING PROGRAMS**

(FLSA Exempt)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION/PURPOSE:**

Plan and direct the management of the Authority's various Housing Choice Voucher (HCV-Section 8) Programs. Advise the Executive Director on related policy issues and effectively supervise the implementation of Authority and federal policy.

### **DISTINGUISHING CHARACTERISTICS:**

This single position executive management classification is responsible for providing leadership and direction of and administration of all the HCV programs of the Authority. It differs from all other classifications in that it is solely responsible to the Executive Director for the effectiveness, efficiency, and success of these programs.

### **SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general administrative direction of the Executive Director, with significant independence.

Provides direct supervision and general direction to the Housing Programs/FSS Supervisors. Provides indirect supervision to all other professional, technical, and clerical personnel assigned to the department.

### **ESSENTIAL JOB FUNCTIONS:** *Duties include, but are not limited to, the following:*

- Manage and monitor all services and activities of the Housing Programs department.
- Develop goals and schedules for HCV services implementation. Assist in the development of the both annual and five-year plans in consultation with the Quality Assurance Supervisor.
- Maintain and monitor waiting lists for multiple HCV programs. Monitor housing assistance programs by various regulations and income levels.
- Keep abreast of federal law, regulations, and directives issued by the HUD and other agencies affecting the programs and services, and propose such changes in written agency policy documents.

- Review and revise both department policy and procedures and train staff on all changes and monitor implementation. Maintain the flexibility to accommodate rapid and frequent changes.
- Analyze effectiveness and efficiency of programs and services, and recommend program changes to the Executive Director.
- Train and/or coordinate the training of assigned personnel on basic program components, changes, and special programs.
- Supervise and monitor staff activities relating to programs administration; prepare periodic reports to HUD, the Board of Commissioners, and the Executive Director.
- Form working relationships with local social service providers and funding agencies, applicants, landlords, tenants, and governmental organizations. Attend and participate in professional group meetings to stay abreast of new trends within the industry and community meeting in furtherance of the programs and services of the department.
- Respond to general inquiries and complaints from participants, prospective participants and the general public.
- Administer program integrity including investigations into participant or landlord fraud, hearings, and terminations from the program.
- Participate in the planning and development of the department and programs budgets. Implement, administer, and monitor department and program budgets to assure budget integrity is maintained. Authorize payment of department bills and authorizes expenditures for items up to policy limits.
- Carry out special projects as assigned by the Executive Director.
- Supervise the preparation of monthly activities and status reports for the various programs administered.
- Implement the Project Based Voucher Program including the Request for Proposals process, the scoring of the applications, the completion of the Agreement to Enter into a Housing Assistance contract and the completion of the final Housing Assistance contract, lease up and ongoing monitoring of the program.
- Respond to and resolve issues pertaining to assigned programs. Negotiate and resolve sensitive and controversial issues. Advise the Executive Director, in a timely manner, on necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the Executive Director regarding program and management and operational issues and other department-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on rehabilitation and other department programs. Suggest alternative courses of action, as applicable.
- Maintain regular and consistent attendance.
- Assist the Executive Director in the development of department policies and procedures implementing Federal, State, and local directives and statutes and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work. Hold and conduct regular staff meetings.
- Participate in the selection of program staff. Train, motivate, supervise, and evaluate assigned employees. Recommend employee's salary increases and disciplinary action as necessary and authorized.

- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – State and Federal Laws governing laws governing HCV programs. General administrative planning techniques and basic program management concepts. Principals and practices of budget development and administration, and personnel practices, supervision and training and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market. Occupational safety program rules and regulations. Computer applications in HCV administration.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to maximum organizational performance. Effectively train, supervise and evaluate subordinates. Maintain confidentiality. Formulate policy and to plan and supervise the work of others. Interpret and apply Federal, State, and local policies, laws and regulations. Exercise independent judgment with compassion, good management sense and creativity. Establish and maintain effective working relationships with all levels of Authority staff, residents, and the general public. Prepare clear, concise recommendations and reports; Communicate complex ideas clearly and effectively both verbally and in writing, and speak effectively before groups. Prepare and work within established operating budgets. Maintain the mental capacity for making sound decisions and the physical capability to perform assigned duties. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb stairs, stoop, and bend, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

- Bilingual fluency in English and Spanish is desirable.

- Be insurable by the Housing Authority's insurance carriers.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Five (5) years of increasingly responsible experience in publicly assisted housing in an administrative and/or technical capacity involving program administration and eligibility program implementation. Four (4) years of supervisory experience.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in urban studies, public administration, business administration, or a related field.