

Section III

631. Director of Housing Programs

Definition:

To provide highly responsible administrative and management duties to all Housing Programs administered by the Housing Authority. Administers the Housing Authority's owned and managed properties and programs. Assures compliance with Federal, State and Local regulations, manages and evaluates subordinate personnel and assures fiscal soundness of the housing programs.

Example of Duties:

Responsible for the management and oversight of multiple housing programs administered by the Housing Authority, in accordance with policies and procedures. (Example: Public Housing, HCV, Migrant/Farm Labor Housing.)

Essential duties include, but may not be limited to the following:

- Maintains satisfactory resident-management relations.
- Makes recommendations for specific needs in connection with the preparation of annual operating budgets and operates within budget limitations.
- Oversees the preparation and submission of required fiscal and statistical reports.
- Consults with the Executive Director on problems relating to finance, liability, personnel, public and resident relations, eligibility problems, operating and administrative policies and procedures, and development of performance standards.
- Directs periodical examinations of resident eligibility factors, fair market rent and utility allowances, and the general operations of all housing management activities, including marketing, leasing, HQS inspections, lease enforcement, procurement, resident disputes and complaints and maintenance of all records and files pertaining to tenancy, applications, eligibility, re-examination and wait list functions.
- Prepares written reports and recommendations on asset management issues.
- Confers with Executive Director on tenancy and management audit findings, prepares responses, implements and monitors corrective action required.
- Monitors operations to insure that a high quality living environment is maintained at all Housing Authority properties.
- Monitors operations to insure that all federal, state and local regulatory requirements are being met.
- Monitors operations to insure that assigned programs are operated economically and efficiently and that there are adequate reserve levels for future needs.
- Establishes in accordance with policies and practices, appropriate departmental staffing and service levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, allocates resources accordingly; mentors, motivates and evaluates subordinate staff to ensure occupational growth, effectiveness and productivity.

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- Provides staff assistance to the Executive Director, participates on a variety of committees, commissions and boards; prepares and presents staff reports and other necessary correspondence.
- Performs other related duties as required.

Marginal job tasks may include but are not limited to the following: authorized representation or travel on behalf of the Executive Director or his/her designee; perform occasional manual and clerical tasks; properly and safely operate standard office equipment; audit of office safety programs and on-going education to stay abreast of new trends, innovations or regulations within assigned housing programs.

Qualifications:

To successfully perform this job, an individual must be able to satisfactorily perform each essential duty. The requirements listed herein are representative of the knowledge, skill and/or ability required to perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the following: Principles and methods of property management; current market and assisted housing trends and related community resources; housing and facility inspection procedures, techniques and methodology and proper application and evaluation of Housing Quality Standards (HQS). Also requires thorough knowledge of local, state and federal laws pertaining to assisted housing programs, including but not limited to an appropriate understanding of health and fire regulations, landlord/tenant regulations, leasing of property, construction processes and real estate development, knowledge of management information systems and principles of supervision, training and performance evaluation.

Ability to: Foster good employee/participant relations and work in cooperation with internal departments at all levels; write and speak effectively, lead meetings and conduct trainings; analyze problems; identify alternative solutions, project consequences or proposed actions and implement recommendations in support of agency goals; understand, act on and interpret policies, regulations and procedures as set forth by the Housing Authority, HUD and other collaborative housing jurisdictions; to appropriately select, train and evaluate staff; prepare and present clear and concise administrative reports related to the agency's activities; plan, organize and develop a variety of operational and management programs and procedures; communicate clearly and concisely, both orally and in writing and be able to work with people from varying income levels and cultures.

Skills required for this classification: Operate computer programs at an intermediate level within a Windows program environment, including electronic mail, Excel spreadsheets, PowerPoint and Microsoft Word. Have good time-management

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skills and prioritize and organize daily work assignments within specific time frames. Develop and maintain a positive work environment and encourage good team building skills among subordinate staff; perform complex management functions to efficiently and effectively administer a variety of assigned housing programs at the department level, demonstrating positive communication, delegation and interpersonal skills. Is also highly desirable to have bilingual language skills.

Employment Standards:

Five years of increasingly responsible asset management experience in property management, or in other business activities in which the type and level of responsibilities are comparable to those of a Housing Manager in public housing and at least three years of supervisory experience with administrative asset management responsibilities.

Education:

College graduate with a Bachelor's Degree (120 semester units or more) from an accredited college or university in the area of public administration, business administration, urban planning, human services or a related field. One year of relevant experience may be substituted for one year of the educational experience up to a maximum of four (4) years.

License:

Mandatory to possess a valid California Driver's License.

Certification(s):

Must have certifications as a Public Housing Manager and/or other HCV program certifications such as Executive Manager, Occupancy or HCV and PH Rent Calculations or be able to obtain such professional certifications.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the American With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criterion regarding the conditionality of employment prefaced by a pre-employment physical.

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Must be of good moral character as determined by a thorough examination of background.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment and must provide supporting documents to show identity and employment authorization.

Exempt Position (FLSA)

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