

February 2021

POSITION TITLE: DIRECTOR, HOUSING PROGRAM ADMINISTRATION
DEPARTMENT: Housing Program Administration
REPORTS TO: Executive Director
SUPERVISES: Director of Field Services, Intake and Occupancy Services Coordinators, Client Services Coordinator, Section 8 Contracts Administrators, Self-Sufficiency/Homeownership Coordinators, CoC Program Administrator, Program Director, ADU and overall supervision of program personnel

PURPOSE: Executive, supervisory, planning development of new programs, including grant writing and policy development, and technical work of a responsible senior management professional nature involving housing program development and management; management of the Section 8/McKinney funded housing programs; and supervision of associated employees. Individual must exercise independent judgment and creativity.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Develops and implements Authority goals and objectives for the Section 8/McKinney funded programs.
2. Grant writing and application submission to Department of Housing and Urban Development (HUD) for additional rental assistance; determines subsidy allocations by regions.
3. Project Manager for Performance Based Contract Administration initiative; insuring compliance with performance-based standards as established by the annual contributions contract; timely submissions of monthly, quarterly, annual reports; participates in regional policy/planning discussions with states throughout the New England region; responsible for submission of solicitation to HUD for ongoing work.
4. Develops and implements administrative procedures to ensure efficient program operation.
5. Ensures Authority compliance with regulations and administrative requirements for the Section 8/McKinney funded programs; state-funded rental assistance and inspection contracts.
6. Prepares and maintains written materials (handbooks, administrative policies, outreach materials, forms, etc.) necessary for effective and consistent program operation.
7. Assists in the development of new housing units through creative use of the Section 8/McKinney funded programs, including development and operation of a Project-Based program.
8. Develops statewide outreach and public relations strategy.
9. Assists in Strategic Planning for the Authority.
10. Develops, coordinates and implements Section 8/McKinney funded program activities with other housing authorities and social services agencies, including the Family Self-Sufficiency, Welfare-to-Work, Family Unification, Mainstream Housing, Homeownership, Shelter Plus Care and HOPWA programs.

11. Supervises and trains associated program staff.
12. Handles tenant and landlord complaints that can't be handed by mid-level management staff.
13. Performs other related functions and activities as required or as assigned by the Executive Director.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

1. Bachelor's Degree in related field.
2. Additional experience, as defined below, may be substituted on a six-months for semester basis for the bachelor's degree.

Experience:

1. Minimum five years of progressively responsible work experience in Section 8 program or subsidized housing program administration or a related housing field, including two - three years supervisory responsibilities.

Skills and Abilities:

1. Experience in program administration and thorough knowledge of the state and federal rules and regulations pertaining to the Section 8/McKinney funded programs.
2. Thorough knowledge of the goals and objectives, policies and governing laws and regulations of the Authority.
3. Knowledge of basic housing construction and property management, including knowledge of federal, state and local code enforcement requirements.
4. Ability to plan, assign, supervise, motivate and evaluate the work of subordinate employees.
5. Strong interpersonal skills and ability to communicate effectively orally and in writing on all levels; must exercise a high degree of confidentiality, judgment, courtesy and tact; and establish and maintain effective working relationships with employees, officials, agencies and the general public.
6. Strong time management and organizational skills; ability to handle a heavy workload with multiple and diverse priorities; take initiatives and make decisions within the framework of Authority policies and state and federal rules and regulations.
7. Knowledge of or ability to learn and use computerized programs relative to the position.

Certifications/Registrations/Licenses

1. Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.
2. Ability to obtain certification in EMP (Essential Maintenance Practices) Lead Based Paint, within six months of employment.

WORKING CONDITIONS/PHYSICAL DEMANDS:

1. Full-time salaried position, 40 hours per week/Executive Staff, non-union position.
2. Office and field environment.
3. Ability to perform managerial duties. Work includes walking, standing and driving for regular periods of time

EQUIPMENT USED:

1. Computer, printers, telephones, fax, copy machine, calculator, general office equipment.

PAY CLASSIFICATION: EXEMPT