NOTICE OF OPEN POSITION

Director of Housing Services
August, 2023

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Please note that an offer of employment is contingent on a background check.

Position: Director of Housing Services

This newly created position reports directly to the Executive Director. Responsible for development and administration of the Authority's Housing Services programs. Responsible for administering the HUD (Housing & Urban Development) Performance Based Annual Contributions contract, in accordance with HUD regulations. Responsible for the administration of and application for related statewide housing services and family related grants and programs. Also provides service-related technical assistance.

A. ESSENTIAL FUNCTIONS/SPECIFIC RESPONSIBILITIES:

1. Responsible for the day-to-day administration of the Performance Based Annual Contributions Contract, insuring compliance with performance-based standards as established by the annual contributions contract, timely submissions of monthly, quarterly, annual reports. Working with the Executive Director, participates in regional policy/planning discussions with states throughout the New England region, responsible for submission of solicitation to HUD for ongoing work.

2. 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.

3. Researches, writes grants and applies for renewal and new funding sources for a variety of housing services benefiting existing housing programs including HUD.

4. Develops and maintains ongoing working relationships and partnerships with community agencies, other state agencies, other states, and national organizations around Housing Services.

5. Develops statewide outreach and public relations strategy.
6. Develops and implements new program initiatives for Housing Services.

7. Reviews and approves Housing Services program plans submitted by developers and managers for Authority involved properties.

8. Support efforts to identify new and additional funding for affordable housing related initiatives.

9. Develops and implements administrative procedures to ensure efficient program operation.

10. Ensures Authority compliance with regulations and administrative requirements for the Section 8 Performance Based Administration initiative, Continuum of Care and state-funded rental assistance and inspection contracts.

11. Supports the Executive Director as a general policy advisor.

12. Assists in strategic planning for the Agency.

13. Participates in legislative sessions in conjunction with the Executive Director.

14. Given the position level and type of responsibilities, employee is required to be accessible by mobile smart phone (text, email, voice).

15. Performs such other administrative duties as assigned by the Executive Director.

C. QUALIFICATIONS:

Education/Experience

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

Experience: 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.

Knowledge and Technical Skills

- Strong knowledge of Microsoft Office Word, Excel, and PowerPoint
- Strong knowledge of Microsoft Outlook email, calendar, data entry and keyboard
- Advanced business writing skills
- Strong ability to understand and interpret regulations
- Ability to understand financial grant reports
- Knowledge of housing related service industry
Behavioral and Intellectual Competencies

- Strong external/strategic awareness
- Expert communication skills, oral and written
- Expert ability to make decisions, problem solve and maintain accountability
- Expert ability to understand and retain information
- Solid positive attitude
- Ability to understand and speak English fluently
- Expert ability to translate complex information into common terms
- Expert display of strong interpersonal competence (ability to build and maintain strong relationships)
- Expert ability to relate well with the general public
- Expert planning and organizing skills
- Ability to act with grace in difficult situations
- Must possess a high standard of honesty, ethics, and credibility
- Must be able to recognize and be prepared to adapt to changing conditions, opportunities and challenges
- Must be able to challenge assumptions and promote an atmosphere of creativity

Management Skills

- Expert cost management skills
- Expert ability to effectively implement plans
- Demonstration of leadership by achieving results through successful objective setting
- Ability to prioritize and meet deadlines

Physical Demands and Work Environments

- Ability to sit 4-6 hours/day
- Ability to stand, walk and drive 0-2 hours/day
- Occasionally able to bend/stoop, reach, push/pull, climb stairs and lift or carry 5 lbs. maximum
- Able to talk, hear, and converse with clients and co-workers
- Able to use hands for repetitive action
- Ability to operate desk machines
- Ability to travel both overnight and same day
- Ability to work 5 days/week
- Ability to perform sedentary work
- Valid driver’s license
- Visual acuity to perform both close and distant work
- Visual acuity to operate machines, motor vehicles or heavy equipment
- Ability to perform work in both indoor and outdoor conditions

Working conditions include a typical office atmosphere. Employee is exposed to moderate noise in a typical business office with related equipment.
To Apply: Please email your application materials (resume, cover letter, and application) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA’s terms and conditions of employment.