

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Approved: 09/14/04

Reviewed: 00/00/00

Revised: 00/00/00

DIRECTOR OF ASSISTED HOUSING PROGRAMS
(FLSA Exempt)

DEFINITION/PURPOSE:

Plan and direct the daily management of the Authority's Section 8 Rental Assistance Program. Advise the Deputy Executive Director for Housing Operations on policy issues and effectively supervise the implementation of Authority and federal policy.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for the supervision of the Authority's Section 8 Rental Assistance Program. It differs from all other classifications in that it is solely responsible to the Deputy Executive Director for Housing Operations for the effectiveness, efficiency, and success of these Section 8 and related programs.

SUPERVISION RECEIVED AND EXERCISED:

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

This classification provides direct and indirect supervision to assigned professional, technical, and clerical personnel. Direct supervision and general direction is exercised over Housing Assistance Managers who are responsible for the day-to-day operation and administration of each of the assigned programs and services. Exercises general direction over program-related applicant initial and continuing eligibility, interim examinations, and annual re-examinations.

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

- Oversee all aspects of the administration of the Authority's Section 8 Program, as well as the sub-programs of Homeless Assistance, Family Self-Sufficiency, Family Unification, Rental Rehabilitation, Moderate Rehabilitation, Shared Housing, Shelter-Plus-Care, and After Care programs.
- Develop goals and schedules for program implementation, in consultation with the Deputy Executive Director for Housing Operations.
- Keep abreast of federal law affecting the program and rental housing, regulations and directives issued by the U. S. Department of Housing and Urban Development (HUD) and memorializes such changes in written agency policy documents.

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- Review and revise both the Section 8 Policy and Procedures Manual, train staff on all changes, and monitor implementation.
- Analyze program effectiveness, and recommend program changes to the Deputy Executive Director for Housing Operations.
- Train and/or coordinate the training of assigned personnel on basic program components, changes, and special programs.
- Supervise and monitor staff activities relating to program administration; prepare periodic reports to HUD, the board of Commissioners, the Executive Director, and Deputy Executive Director for Housing Operations.
- Form working relationships with local social service agencies and providers, law enforcement officials and resident groups.
- Responds to general inquiries from participants, prospective participants and the general public.
- Carry out special projects as assigned by the Deputy Executive Director for Housing Operations or Executive Director.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to assigned programs. Advise Director of Housing Operations, in a timely manner, on necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the Deputy Executive Director for Housing Operations 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.
- Assist in the Deputy Executive Director for Housing Operations 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.
- Participation in the selection of staff. Recommend assigned employee salary increases and disciplinary actions to the Deputy Executive Director for Housing Operations.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.

OTHER JOB FUNCTIONS:

- May act as Deputy Executive Director for Housing Programs in his/her absence, as assigned.
- May represent the Authority at public meetings and conferences.

- May act as an Authority hearing officer.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of – Federal regulations governing Section 8 Housing Choice Voucher Program, state multi-family housing laws (including Fair Housing and Equal Opportunity), housing quality standards, general administrative planning techniques and basic program management practices. A sound working knowledge of the principles and practices of budget development, business and personnel administration and management. Public housing program rules, regulations, standards and programs, and the local housing market. Operation and uses of personal computers.

Ability to – Plan, organize, direct, and coordinate work of a public agency department in a manner conducive to high performance and morale. Effectively train, motivate, supervise and evaluate staff. Maintain confidentiality. Formulate policy and procedures to plan and monitor the work of others. Exercise management initiative and independent judgment that demonstrates quality customer services, good business 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. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – Must possess Public Housing Manager certificate or acquire such a certificate within one year of appointment to the classification. 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, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

- Other – Provide and annual Statement of Economic Interest
- Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
 - Will be required to take a pre-employment physical examination.
 - Bilingual fluency in English and Spanish or Vietnamese is desirable.
 - Be bondable.

EXPERIENCE AND EDUCATION REQUIREMENTS:

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 would be:

Experience – Five (5) years of increasingly responsible experience in publicly assisted housing in an administrative and/or technical capacity involving program development, and implementation of federal, state, and local laws, regulations, and related directives. Two years of supervisory experience.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in urban studies, regional planning, public administration, business administration, or a related field. Possession of a Master's Degree from an accredited college or university in one of the designated fields is desirable.

