

GREATER DAYTON PREMIER MANAGEMENT
400 Wayne Avenue
Dayton OH 45401-8750
Human Resources Memorandum No. 17.06
Notice of Job Vacancy

GDPM does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Posting Date: March 20, 2017
Position: Senior Manager, Housing Choice Voucher
Type: Full-Time
Exempt Status: Exempt
Location: Central Office
Department: Housing Choice Voucher
Reports To: Vice President, Programs
Band: Functional Leadership
Closing Date: Until Filled

JOB SUMMARY:

Manages and directs the activities of the Housing Choice Voucher Program (HCV) in compliance with HUD guidelines and Greater Dayton Premier Management (GDPM) policies and procedures.

THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Under the general direction of the Vice President of Programs:

1. Manages and supervises the Housing Choice Voucher Program Department, including but not limited to program administration, Unit inspections, Leasing, and Recertification Departments. Development of and operating within the annual financial budget.
2. Consistently reviews all departmental activity to ensure compliance with budgets, GDPM policies and procedures, and applicable federal, state, and local laws and regulations. Works with federal, state, and local regulatory officials as required to support program compliance.
3. Provides regular reports on departmental activity to the Vice President of Programs.
4. Ensures that applicant, resident, and property owner issues related to Housing Choice Voucher Program are resolved in a timely manner. Facilitates resolution within the requirements of the HDV Program, including but not limited to, meeting with residents, property owners and agents, representatives of legal aid, and social service agencies.
5. Attends Board meetings and making presentations to the Board as requested.
6. Ensures departmental and GDPM compliance with all federal, state, and local human resource and employment laws and regulations.
7. Makes presentations on behalf of the Authority as requested or required.
8. Ensures the Agency will receive a satisfactory or higher on all SEMAP indicators.

EOE

9. Performs other tasks as directed by the Vice President of Programs.

SUPERVISORY RESPONSIBILITIES:

This position supervises the work of all employees of the Housing Choice Voucher Program including staff selection, training, evaluation, and discipline.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Delegation—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Management skills—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
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CHANGE MANAGEMENT RESPONSIBILITIES:

1. Establish a sense of urgency consistent to achieving the highest level of efficiency.
2. Create the guiding coalition fostering achievement of Platinum Standards for employee accountabilities.
3. Develop a vision and strategy emphasizing growth and development.
4. Communicate the change vision and its relevance to individual and Authority-wide expertise.
5. Empower employees for broad-based action, holding them accountable to those results.
6. Generate and celebrate short-term wins.
7. Consolidate gains and produce more change.
8. Support and anchor new approaches in the culture to develop program expertise.

WORK ENVIRONMENT:

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, but includes some outside local travel, including occasional exposure to heat, cold, inclement weather and environmental hazards such as dust, fumes, mold, and vapors.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of a Bachelor's degree from an accredited institution in Business or a related discipline, or six to eight years of experience in a supervisory role in a public housing setting; certification in HCV Program Administration, Public Housing Manager (PHM) or Section 8 Executive Management.
2. Have proficiency in Microsoft Office applications.
3. Be able to communicate clearly and precisely, both orally and in writing.
4. Be able to meet the following physical requirements with or without reasonable accommodation:
 - a. Use hands to manipulate, handle, feel, and control items or equipment;
 - b. Reach with hands and arms;
 - c. Talk and hear;
 - d. See and be able to read, write and interpret text, spreadsheet, and graphical documents;
 - e. Occasionally lift and move objects weighing up to 25 pounds.

The functions, qualifications, responsibilities, and requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation.

Other Duties

Please note – this job description is not designed to cover or contain a comprehensive listing of essential activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The outline of responsibilities given above may vary without materially changing either the job classification and/or pay.

This position will close for applications/resumes on the date listed above. Applications/resumes presented in person, faxed, postmarked, or emailed to recruiter@gdpm.org by 5:00 pm of the closing date will be accepted for consideration. Please include the memorandum number on your application/resume. **NO PHONE CALLS PLEASE.** **EOE/Drug-Free Workplace**