



Springfield Metropolitan Housing Authority
101 W. High Street
Springfield, OH 45502
937-325-7331

FULL TIME POSITION OPENING

HOUSING CHOICE VOUCHER DEPARTMENT

CLASSIFICATION TITLE: ADMINISTRATOR OF HCV
PROGRAMING

SALARY RANGE: BASED ON EXPERIENCE

REPORTS TO: EXECUTIVE DIRECTOR

JOB LOCATION: SMHA MAIN OFFICE

PLACE OF APPLICATION: SMHA MAIN OFFICE

OPENING DATE: 05/08/18

CLOSING DATE: until filled.

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

ANYONE INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST PRESENT A COVER LETTER OF INTEREST AND AN UPDATED RESUME' TO THE ATTENTION OF: Stephanie Cameron, SMHA, HCV Admin Position 101 W. High Street, Springfield, Ohio 45502 or via email to stephaniec@smhaohio.org until position filled.

SMHA IS AN EQUAL OPPORTUNITY EMPLOYER.

**SPRINGFIELD METROPOLITAN HOUSING AUTHORITY
POSITION DESCRIPTION**

Position Title: **Administrator of HCV Programing**

As of Date: September 20, 2017

Department: Administration

General Statement of Duties

Supervises the HCV/SC8 department and staff, plans, directs, and monitors the administration of the SMHA assisted housing (tenant-based) programs, including HCV/SC8 program and other subsidized residential rental units. Ensures established property standards are maintained in providing safe, decent and sanitary housing. Monitor's the financial stability of HCV/SC8 department operations.

Reports to: Executive Director

Supervises: Assisted Housing Case Manager
Housing Inspector
HCV Program Specialist

Pay Grade: Salaried/Exempt

Essential Duties and Responsibilities

1. Develops and submits to the Executive Director, a plan for operating and achieving/maintaining the proper number of assisted housing (rent subsidized) units.
2. Ensures that proper mechanisms are in place so that landlords and residents fully understand their obligations and responsibilities for participation in rent subsidy programs.
3. Develops and submits to the Executive Director, a proposed HCV/SC8 operating budget; Assures the effective and efficient management of expenditures to ensure the HCV/SC8 department operates within its operating budget constraints.
4. Develops, maintains, interprets, the HCV/SC8 Administrative Plan and procedures and ensures that HCV/SC staff is trained on policies and procedures; local, state, and federal regulations that apply to the Authority.
5. Meets with staff, the residents, and various community and citizen groups, as necessary, to ensure quality service to SMHA constituents; meets regularly with assigned staff to exchange information and coordinate activities relating to the assisted housing program administration.
6. Supervises directs and evaluates staff operating the rent subsidy programs. Establishes and monitors goals and objectives for the HCV/SC8 Program.
7. Ensures timely performance evaluations are completed on assigned staff in accordance with job descriptions, performance plans, personnel policy and/or union contract(s).

8. Assesses needs for the direction of training programs necessary for the on-going professional development of HCV/SC8 staff and program participants.
9. Ensures that staff achieves and maintains acceptable standards for specific areas as determined by the Executive Director.
10. Conducts required quality control checks of HQS inspections and tenant files. Review SEMAP scores and indicators for the HCV/SC8 Program. Develops a Plan to address those problem and low scored areas discovered by the QC/audit.
11. Prepare month-end leasing (utilization) reports. Prepares VMS for monthly submission.
12. Ensures effective communication for proper flow dissemination of ideas, suggestions, and concerns between superiors, subordinates, peers, residents, and outside agencies, for the good and benefit of SMHA. Resolves problems associated with the above entities tactfully and professionally.

Other Duties and Responsibilities

1. Prepares and submits monthly board reports/management reports as necessary or required. Attends board meetings and makes presentations as requested or required.
2. May be required to assist in Teamster bargaining unit negotiations.
3. Will perform other duties as assigned by the Executive Director, including but not limited to assisting the Executive Director with special projects.

Minimum Educational Requirements, Licenses, Skills, Abilities, Experience

- Bachelor's degree in business, social science, public administration of a related field. Experience/education in contracting is a plus. Course work in psychology or sociology helpful.
- Business training/experience desirable for budgeting and for the oversight/appropriate use of HCV income/funds.
- Four years progressive management experience. Four years experience in housing management or related field.
- Ability to communicate effectively, orally and in writing. Must possess strong customer service skills
- Ability to exercise sound judgement, think critically, plan and execute tasks in a timely manner.
- Ability to relate to persons of varied ethnic, economic, political and religious backgrounds.
- Knowledge of state, local and national regulations and issues that affect low and moderate income assisted housing programs.

- Must possess a valid Ohio driver's license and show evidence of personal vehicle insurance.

- Physical Demands

Sitting: Remaining in the normal seated position.

Talking: Expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Walking: Moving about on foot.

Standing: Remaining on one's feet in an upright position.

Balancing: Maintaining body equilibrium to prevent falling over.

Carrying: Transporting an object, usually by hand, arm or shoulder.

Eye/Hand/Foot Coordination: Performing work through using two or more.

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping or otherwise working with hand (s).

Reaching: Extending the hand(s) and arms(s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body.

- Physical Strengths

Lifting: Raising or lowering an object 10-25 pounds.

- Vision Requirements

Near Acuity: Ability to see clearly at 20 inches or less.

- Mental Demands

Oral Comprehension

- Environmental Conditions

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Fluctuating workflow.

Potential for confrontations with unpleasant landlords, clients, outside agencies, and/or vendors/contractors.

Stress related to active position due to internal and external deadlines.

A combination of appropriate education and experience may be substituted for the minimum educational requirement.

Interpretation (policies, procedures, or practices)

Extensive independent thinking required for problem-solving and planning. Develops departmental policies and procedures. Recommends policy/procedure changes for internal operations of SMHA. Interprets HUD and SMHA policies and procedures.

Internal/External Contacts

Contacts with staff, residents, and to some degree outside agencies are extensive requiring the highest level of discretion and confidentiality to resolve problems and concerns, and create good working relationships.

Scope of Responsibility

Problem Solving

Resolution of staff, resident and community-based issues requires extensive knowledge and expertise in managing unique, and often non-recurring situations.

Decision Making

Responsible for the operation of the HCV/Section 8 Program. Decisions can significantly affect one or more departments.

Nature of Supervision

Position reports directly to the Executive Director. Large-scale (big picture) directives and objectives are identified and given for production and completion.

Working Conditions

Working environment is a combination of offices and field locations. Position requires substantial work beyond the normal hours of operation. Frequent interruptions and meetings occur, and problem resolution results in extraordinary daily stress.

“At Will” Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.

The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS POSITION DESCRIPTION WAS RECEIVED, READ AND UNDERSTOOD BY ME.

SIGNATURE

DATE