



## PEORIA HOUSING AUTHORITY JOB DESCRIPTION

**JOB TITLE:** Director of Housing Choice Voucher

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

**DEPARTMENT:** Housing Choice Voucher (formally Section 8)

**FLSA STATUS:** SALARIED, EXEMPT

### **JOB SUMMARY**

The Director of Housing Choice Voucher is responsible for the overall operation and direction of Peoria Housing Authority's rental assistance housing programs and compliance with SEMAP performance standards. The Director will manage all aspects of the Authority's Housing Choice Vouchers ("HCV"), Homeless, Home Ownership, Single Room Occupancy, Non-Elderly Disabled, Project Based Voucher. Supervise all HCV and Inspection staff. Demonstrate strong cognitive ability in assessing and evaluating problems. Apply all rules and regulations to provide order, fairness and equality. Contribute towards the achievement of the Authority's goals and objectives. Oversee the entire program operations of rental subsidies and monthly vendor payments. Responsible to manage administrative fee budget. Ensure that the monthly Housing Assistance Payments (HAP) are processed and completed on a monthly basis. Execute contracts for new and existing property owners. Generate monthly reports on the status of the program and monthly budget authority. Performs managerial, supervisory, and administrative tasks involved in planning, organizing, coordinating, and directing efforts to provide low-income housing through Federal rental assistance housing programs.

### **Key Duties/Essential Job Functions**

- Directly supervises the HCV staff assigned to the office. Delegates tasks as appropriate, schedules work and monitors performance. Conduct performance evaluations of subordinates.
- Evaluate performance of employees under the Director's supervision, delegate work assignments as needed. Interpret HUD regulations and program guidelines to ensure the Authority's compliance with all requirements, with guidance from the Executive Director.
- Keep abreast of changes in regulations affecting administration of programs. Inform and train staff in regulatory requirements. Provide information to the public as appropriate.
- Prepare and implement administrative policies and procedures covering all functional areas, with input from staff and approval of the Executive Director.
- Review Administrative Plan no less than once per year. Revise Plan as appropriate and present to Board of Commissioners (BOC) for approval.
- Complete applications to HUD to obtain additional units/ funding for all programs.
- Conduct ongoing reviews of Fair Market rents, exception rents, rent reasonableness standards and utility allowance schedules. Recommend revisions and implement when approved.
- Establish and maintain contacts with property owners and agents to determine availability and suitability of apartments for participation in program.
- Negotiate terms and conditions of agreements with property owners in accordance with established policies and guidelines.
- Approve and execute all contracts on behalf of the Authority.
- Oversee compliance with Housing Quality Standards established by HUD. Accompany Inspectors on visits to units with outstanding HQS violations, as necessary.
- Negotiate and approve agreements with owners for achieving compliance with HQS.

- Investigate all complaints of owner contract violations. Approve abatement and termination of payments to owners based upon HUD regulations and Authority policies.
- Resolve disputes between tenants and landlords as appropriate. Participate in grievance conferences/ hearings when necessary.
- Responsible for the issuance of SRO-Project Based Vouchers of family participation in order to maximize the occupancy rate for each program while maintaining each program within the approved budgetary amounts. Unless budgetary constraints take precedence, occupancy is to be maintained at a minimum of ninety-seven percent (97%).
- Responsible for briefing and training of all new SRO-Project based Voucher program participants, and landlords on all aspects of the applicable programs. Responsible for determining the contents of briefing packets in order to ensure the materials covered are in compliance with applicable HUD regulations.
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- Develops and implements plans for advertising and marketing to attract a greater number of eligible, desirable tenants and landlords. Initiates strategies for addressing any barriers to increasing leasing activities.
- Responsible for provided and/or coordinating on the job training for new and existing staff within the department.
- Responsible for developing and monitoring HCV program budgets and revisions.
- Is responsible for maintaining open lines of communications with neighborhood associations and other community organizations.
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## **MINIMUM QUALIFICATIONS REQUIRED**

### **EDUCATION AND EXPERIENCE**

A Bachelor's Degree in Public Administration, Urban Development or related field from an accredited college or university. Five years of experience in housing program(s) management or related field. Demonstrated ability to supervise an administrative operation. Certification in HCV Executive Management, HCV Program Management, Housing Quality Standards or any combination of education and experience that provides the knowledge and abilities necessary.

### **LICENSES AND CERTIFICATIONS**

HCV Executive Management

HCV Program Management

Housing Quality Standards

Blended Occupancy Specialist (Preferred)

Must have a valid driver's license and safe driving record.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be knowledgeable of practices of laws pertaining to government housing.
- Is knowledgeable of the use of computer systems, basic accounting principles, and business management principles.
- Must be efficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Must have excellent written and oral skills, and be able to communicate with tenants from a variety of economic, cultural, and racial backgrounds.
- Ability to handle confidential and sensitive matters, and deals with public relation problems courteously and tactfully.
- Must have effective leadership skills, ability to organize workload and delegate tasks, to achieve maximum efficiency.
- Ability to comprehend HUD regulations.

### **MATERIALS AND EQUIPMENT USED**

Computer

Calculator

Typewriter

General Office Equipment

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands or finger, handle, or feel

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objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed in a normal office environment with some exposure to outdoor temperatures, dirt and dust. These environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **EMPLOYMENT EXPECTATIONS**

Every employee shall know and agree to adhere to the Peoria Housing Authority's Core Values. It will be the responsibility of the employee to practice these basic principles of service both inside and outside the agency. Each employee will be held responsible for conducting their behavior in accordance with these values. An employee violating any of these values will be subject to appropriate disciplinary action, up to and including termination depending upon severity of the violation.