

Economic Security Corporation Job Description

Job Title: Housing Director
Division: Housing
Reports To: Chief Executive Officer
FLSA Status: Exempt
Revision Date: November 1, 2018
Job Classification: Grade 11

SUMMARY

The Housing Director is responsible for managing and directing all agency housing programs. This position is responsible for developing and directing project activities for the division; manages rural area Housing Choice Voucher (HCV) and similar federal housing programs contracted through the Department of Housing and Urban Development (HUD) and state housing program contracted through the Missouri Housing Development Commission (MHDC). The position also prepares and administers all budgetary concerns for the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepares division regulations, procedures, and instructions for the operation of the housing programs based on analysis of funding source regulations and current successful programs.
2. Monitors lease-up position for federal housing programs and state housing programs.
3. Contacts participants to verify relevant information and develops priority system based upon need in accordance with selection criteria, contracts, leases, and lease addendums between program participants and landlords.
4. Reports to the HUD field office and Missouri Housing Development Commission on behalf of the agency.
5. Routinely samples and reviews caseloads for certification or re-certification of tenant files for accuracy and completeness.
6. Writes requisitions for prorated or initial housing and utility assistance payments and for operational expenses.
7. Approves/disapproves waivers to policy standards and procedures.
8. Studies agency housing program operations, noting trends and needs, and recommends appropriate modifications; evaluates the efficiency and effectiveness of housing projects.
9. Provides advice and technical assistance to housing authorities for evaluation and planning purposes.
10. Directs landlord and tenant program orientation.
11. Reviews and updates annually the division's administrative plan, 5-year plan, and annual reports.

12. Prepares material for housing board meetings and reports to the Jasper County Public Housing Board, Community Housing Resource Board and the agency Board of Directors.
13. Manages Housing Choice Voucher and other HUD contracted programs.
14. Manages HUD or Rural Development leased housing units.
15. Manages programs operated through contract with Missouri Housing Development Commission.
16. Writes grants and other subsidized development finance alternatives.
17. Prepares budgets and revisions for multiple HUD housing projects.
18. Prepares requisitions for quarterly disbursement funds against annual contribution contracts.
19. Prepares grants for the division with the assistance of the Planning Director.
20. Maintains work file report that indicates number of people housed, what certificates/vouchers are occupied, references, and number of dependents in each household.
21. Provides public relations for programs through public meetings and service on committees of national, local, and private housing agencies concerning low-income housing.
22. Provides news releases regarding housing programs and other pertinent information.
23. Maintains program paperwork to ensure records are accurate and reports are submitted in a timely and effective manner to relevant personnel.
24. Facilitates and supports Carthage Affordable Housing Task Force.
25. Ensures compliance with all property owned by Economic Security Development Corporation and Missouri Housing Development Commission.
26. Responsible for completing the Housing Needs Assessment annually.
27. Educates the community in regards to housing needs of the low to moderate income.

SUPERVISORY RESPONSIBILITIES

Directly supervises one (1) subordinate supervisor who directly supervises 3-4 people in the Housing Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Management or Social Services from a four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents, ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original and innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess valid driver's license, have reliable transportation, and meet Missouri automobile liability minimum requirements. Must be able to obtain Certified Visual Lead Assessor and Enterprise Income Verification (EIV) Security Awareness certification.

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 to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee has light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items, work with the fingers, and perceive attributes of objects and materials. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here 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 working conditions are a well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name