

**TITLE:**

Director of Leased Housing

**DESCRIPTION:**

The Director of Leased Housing is responsible for planning, directing, monitoring, and evaluating the services and activities associated with the management of Arlington Housing Authority's federal and state rental assistance programs. The AHA administers 427 federal Section 8 Housing Choice Vouchers, as well as the state funded AHVP and MRVP programs. The Director of Leased Housing is responsible for creating deliverables required by the U.S. Department of Urban Development and the Massachusetts Department of Housing and Community Development, the supervision and training of one (1) Leased Housing staff member and one (1) Family Self Sufficiency program staff member as well as performing various other duties to ensure the effective and efficient operation of the Leased Housing Department. The Incumbent is under the general supervision of the Director of Operations and works closely with other department heads on the AHA's leadership team.

**HIGHLIGHTED RESPONSIBILITIES:**

- Monitors changes or trends in local, state, and federal laws and regulations affecting all elements of the Section 8 (HCV) and state rental assistance programs.
- Interprets federal, state, and local laws, local codes, and regulations relating to the implementation of Section 8 HCV and state rental assistance programs.
- Recommends changes in the form, size, and methods of HCV operations to meet the changing conditions and requirements.
- Recommends changes in the AHA's Section 8 Administrative Plan and FSS Action Plan as necessary.
- Participates in the formulation and administration of AHA policies, procedures, and practices.
- Communicates and updates staff on all current and future changes to work rules, AHA's policies and procedures, departmental changes, changes in staff, and other general information.
- Coordinates interrelated program functions with other departments.
- Responsible to work with AHA attorney to make decisions, which have a degree of financial and/or legal consequences.
- Responsible for the internal training of Section 8 and FSS staff members.
- Guides staff in effectively resolving difficult tenant/applicant issues and disputes including the preparation for the involvement in hearings.
- Oversees the collection of data and preparation of reports including PIC, VMS, and Management Assessment Program (SEMAP) following HUD rules and regulations and AHA policies and procedures to provide required documentation of program procedures.
- Deals directly with HUD/State officials in relation to program audits, reports, and studies.
- Oversees and coordinates with the Finance Department regarding monthly disbursements 1099's, utilities, etc.
- Oversees preparation of all HAP checks for the HCV Program each month and conducts periodic briefings.
- Supervises the work of the Leased Housing Coordinator and the Family Self Sufficiency Coordinator to ensure that the AHA's policies and procedures, as well as HUD/State requirements and guidelines are being observed in the day-to-day operations of the Leased Housing Department.
- Participates in the interview process by assisting in interviewing applicants for employment and making hiring recommendations to the Director of Operations and Executive Director.
- Performs other duties as assigned/required.

## **QUALIFICATIONS AND KNOWLEDGE & SKILLS REQUIREMENTS:**

- Knowledge of applicable Code of Federal Regulations (CFR), Occupancy Standards, Code of Massachusetts Regulations (CMR), HUD/State rules and regulations, AHA's policies and procedures and/or relevant federal state and local laws.
- Ability to interpret and apply statutes, rules, codes, and regulations.
- Ability to work with a diverse population.
- Prior experience in a supervisory role desired.
- Ability to work under minimum supervision.
- Knowledge of HUD accounting and budget procedures that relate to Section 8 activities to include funding availability, budget allocation, proper disbursement of housing assistance payments to eligible families, and training requirements as needed to assist in budget preparation.
- Ability to understand, interpret, and implement policies, regulations, and procedures as set forth by AHA, DHCD, Commonwealth of MA, and/or HUD.
- Ability to plan, organize, prioritize, and manage multiple projects as needed.
- Good verbal and written interpersonal and customer service skills.
- Strong computer and analytical skills (MS Word, Excel, and Outlook) and the ability to learn other computer software programs as required by assigned tasks.
- Experience with PHA-Web, HUD and DHCD databases, EIV, FSS, the MA Section 8 HCV Centralized Waiting List and/or CHAMP is desired.
- Bilingual language skills desired.

## **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree and three (3) years of work experience where the primary responsibility involved managing a governmental housing program in a supervisory capacity; or (b) an Associate's Degree from a recognized college or university with five (5) years of work experience including three (3) years where the primary responsibility involved managing a governmental housing program in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

## **HOURS:**

This is a full-time position with a 37.5-hour work week and the hours are: Monday-Wednesday 8:00 AM to 4:30 PM, Thursdays 8:00 AM to 5:30 PM, and Fridays 8:00 AM to 12:30 PM.

## **SALARY & BENEFITS:**

Salary is commensurate with experience and the Arlington Housing Authority offers an excellent benefit package including vacation and sick days, medical, dental, vision, life, optional long-term disability insurance, and participation in the Arlington Retirement System.

## **APPLICATION:**

Resumes will be accepted at the Authority office until the position is filled. Resumes should be sent to: Jack Nagle, Executive Director, Arlington Housing Authority 4 Winslow Street, Arlington, MA 02474 or by emailing Jack Nagle at: [jnagle@arlingtonhousing.org](mailto:jnagle@arlingtonhousing.org).

This position will remain open until filled.

The Arlington Housing Authority is an equal opportunity employer.