



SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

DIRECTOR OF LEASED HOUSING JOB DESCRIPTION

The Director of Leased Housing is responsible for planning, directing, monitoring, and evaluating the services and activities associated with the management of Somerville Housing Authority's federal and state rental assistance programs. The SHA administers over 1,300 federal Section 8 Housing Choice Vouchers including special purpose vouchers, and 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 eight (8) Leased Housing staff members and 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 Deputy Director and works closely with other department heads on the SHA's leadership team.

JOB DUTIES

- 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 SHA's Section 8 Administrative Plan as necessary
- Participates in the formulation and administration of SHA policies, procedures, and practices
- Communicates with staff regarding work rules, changes in procedures or staff and other general information
- Coordinates interrelated program functions with other departments
- Responsible to work with SHA attorney to make decisions, which have a degree of financial and/or legal consequences
- Responsible for the internal training of Section 8 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 SHA policies and procedures to provide required documentation of program procedures
- Deals directly with HUD/State officials in relation to program audits, reports, and studies
- Supervises the work of the Section 8 Supervisor to ensure that the SHA'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

- Assigns duties to the Section 8 Supervisor as needed
- Interviews applicants for employment and makes hiring recommendations to the Deputy Director and Executive Director
- Performs certain other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable Code of Federal Regulations (CFR), Occupancy Standards, Code of Massachusetts Regulations (CMR), HUD/State rules and regulations, SHA's policies and procedures and/or relevant federal state and local laws
- Skill in interpreting and applying statutes, rules, codes, and regulations
- Ability to work with a diverse population
- 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, training requirements as needed to assist in budget preparation
- Ability to understand, interpret, and implement policies, regulations, and procedures as set forth by SHA, Commonwealth, and/or HUD
- Ability to plan, organize, prioritize, and manage multiple projects as needed
- Good verbal and written interpersonal and customer service skills

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.

Interested applicants must submit a letter of interest and resumé to Emily Eschmann by email to emilyh@sha-web.org or mail to:

Emily Eschmann
Somerville Housing Authority
30 Memorial Road
Somerville, MA 02145

APPLICATION DEADLINE: 1/31/23

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