

ASSISTANT DIRECTOR FOR FEDERAL PROGRAMS

JOB SUMMARY

This is a highly responsible managerial position. The incumbent in this position would consult with and advise the Executive Director on all aspects of housing management and tenant services. The incumbent is also responsible for policies and procedures of tenant computations, and the maintenance of appropriate files on all units. Must be acquainted with related Federal and State regulations.

Shall be responsible for outreach as well as proposals and policies required by HUD to enforce Federal Regulations, in preparing Federal Proposals for new programs and new units, preparing administration plan, EO Plans, pet policies, utility allowance schedules as needed.

SUPERVISION RECEIVED

The incumbent works under the broad supervision of the Executive Director. A great deal of supervision is conducted through management meetings when needed, and by review of reports submitted by the incumbent to the Executive Director. The Executive Director is consultant on unusual and sensitive situations, and on matters that require top management interpretation of policy.

SUPERVISION GIVEN

The incumbent provides general supervision to clerical subordinate or technician giving instructions on work procedures and methods to be used. The incumbent is to work with them in the development of goals and objectives, and the implementation of work programs designed to attain the same. Supervision is carried out in such a way as to provide leadership and to motivate the managerial and supervising force properly.

PRINCIPAL DUTIES

1. Responsible for verification of information that is included on the application for housing accommodations and for verification and re-verification of income as required.
2. Prepares all internal and external reports relating to rental housing.
3. Communicates with landlords and various agencies concerned with housing to interpret and explain programs and objectives.
4. Prepares all correspondences to be sent from this program regarding any section of leasing or selection program.
5. Responsible for the preparation of leases, the computation of rents and orientation of new tenants.
6. Prepares grant applications for submittal to a variety of governmental agencies.

7. Acts in liaison capacity with other governmental agencies.
8. Maintains control lists and assigns units.
9. Coordinates and assembles material for incorporation into annual report.
10. Replies to inquiries concerning tenant selection.
11. Prepares advertisement for media purposes.
12. Maintains contact with all parties, including tenants and prospective tenants.
13. Maintains oversight over Authority/tenant/landlord relations, making decisions and suggesting improvements, assists in resolving sensitive issues before and as they occur.
14. Attends meetings, when the Executive Director indicates need, often times substituting for the Executive Director.
15. Examines housing programs and relates same to housing needs, and is responsible for new and revised plans to meet needs.
16. Handles Federal Aid procedures and procurement policies.
17. Examines bills and maintains checkbook for Federal Public Housing Program.
18. Oversees insurance policies and bid procedures for same.
19. Establishes goals and objectives for subordinates under his/her supervision.
20. Reviews, evaluates, and maintains the performance of work force to meet goals and objectives.
21. Conducts periodic staff meetings, designed to effectively communicate with others and to evaluate program progress.
22. Reviews instructions and written procedures published by others cognizant governmental jurisdictions, and interpret same for staff.
23. Conducts on-going and annual performance evaluations of subordinates.
24. Performs other related duties, as required by the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of management theory and practices.
2. Ability to supervise others.
3. Knowledge of community resources.
4. Ability to recruit and obtain the cooperation of groups and individuals in furthering the goals of the program.
5. Ability to make independent decisions.
6. Ability to communicate to others effectively, both orally and in writing.
7. Ability to conduct favorable inter-personal relations.
8. Ability to organize and plan work.
9. Ability to motivate others toward common goals/objectives.
10. Ability to analyze complex situations and problems, and to arrive at resolutions of the same.

ADDITIONAL

PRINCIPAL DUTIES, KNOWLEDGE, AND ABILITIES QUALIFICATIONS

PRINCIPAL DUTIES

These duties include administering all phases of the federal public housing and responsible of all leased housing programs and related programs for the authority. Update and maintain existing Section 8 Administrative Plan, Federal Admissions and Continued Occupancy Plan (ACOP.) Manage, all rental assistance program budgets, Section 8 two year tool, monitor FSS program updating, PIC administration, rent collection, recertifications, apartment lease up, resolving resident complaints, landlord and tenant relations, conducting house inspections, and managing various office/administrative functions related to the day to day operations of the property management and administrative functions. The position also provides oversight to the federal coordinators and works closely with the Deputy Director on facilities management and requires excellent organizational, written and verbal communication skills, Microsoft 365 computer skills and knowledge of Housing Authority software.

RESPONSIBILITIES

The Director of Operations performs a variety of office and field activities to implement Housing and Urban Development (HUD) and Department of Housing and Community Development (DHCD) Housing Programs and other tenant-based activities. This position is responsible for:

- Property management and oversight of the daily operations of the administration of federal Low Rent Public Housing (LRPH) units consisting of 65 units, a federal voucher program of 556 vouchers, three types of Massachusetts Rental Voucher Programs (MRVP) of 63 vouchers, and 9 units of state c.689 DMH units, and other units as assigned.
- Provides training and oversee staff, Supervision is given to the federal coordinator(s) and FSS coordinator who are direct reports to this position.
 - REAC compliance.
 - Responsible for SEMAP compliance
 - Assist in the financial functions of the Authority as it relates to budgeting of all programs.
 - Explaining, interpreting, and applying HUD, DHCD and MHA program policies, procedures, and regulations in accordance with applicable federal, state, and local laws and regulations.
 - Lease enforcement including private conferences, grievances, notices to quit for cause and nonpayment.
 - Responsible for eligibility and rent redeterminations
 - Assist with tenant management of capital improvement projects.

- Prepares reports for Executive Director, fee accountant and board meetings.
- Attends board meetings.
- Performs other duties as required in the operation of the Authority as assigned by the executive Director.

KNOWLEDGE AND ABILITIES

Knowledge of:

- HUD regulations, guidelines, and procedures to administer federal programs, including but not limited to, development and maintain Section 8 Administrative Plan, Federal Admissions and Continued Occupancy Plan (ACOP), Section 8 two-year tool, VMS and PIC management.
- DHCD regulations, guidelines, and procedures to administer State subsidized housing and voucher programs.
- Understand the general needs of low-income families and individuals, including the elderly, disabled, and families.
- DHCD Common Housing Application for Massachusetts Public-Housing (CHAMP) program for MRVP and state public housing.
- Proficiency with computers and office equipment is critical to this position
- Advanced Microsoft Office skills (Excel, Word, and Publisher), and ability to work with Housing Authority software (PHA-Web);
- Understands the regulations, properly documents the problems, and meticulously reports any problems with tenants to the Executive Director.

Ability to:

- Supervise all staff and programs in accordance with federal and state guidelines.
- Determine tenant eligibility for housing assistance program(s).
- Qualify and recertify tenants for participation and continued occupancy.
- Manage a case load to facilitate effective, efficient, and timely service.
- Train staff on all housing authority programs and software
- Establish and maintain cooperative and effective working relationships.
- Work with diverse population.
- Effectively communicate and interact with service organizations and the public.

The duties listed above are intended as general illustrations of the various types of work that may be required. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

Job descriptions are subject of change by the MHA as the needs of the agency and requirements of the job change. The Milford Housing Authority is an equal opportunity employer.

QUALIFICATIONS

Minimum Qualifications Required:

Combination of training, education, experience equivalent to seven to ten years hands on experience and/or training in Section 8, MRVP, federal and state public housing programs and property management.

Must have experience working with Section 8 two-year tool and SEMAP, VMS, EIV and PIC management for both Section 8 and Federal PH, and in development and maintaining Section 8 Administrative Plan, Federal Admissions and Continued Occupancy Plan (ACOP).

At least two years of supervisory experience of one to two direct reports, three years of actual management of Section 8 and related programs outlined in “Responsibilities” section above. Working knowledge of HUD and DHCD and experience working with both agencies. A Bachelor’s degree in public administration, business or related field of study. Five years of relevant experience may be substituted for formal education.

Special Requirements:

Must possess strong mathematical skills; have excellent oral and written communication; be able to deal with a diverse population and be able to work in a close environment with office personnel. A valid Massachusetts Driver's License is required. Milford Housing Authority Posted 8.5.2020

Preferred Qualifications:

Public Housing Manager (PHM) certification or Massachusetts Public Housing Administrator Certification (MPHA) through MassNAHRO, or comparable training agency as a Housing Specialist in the areas of occupancy, voucher administration, rent calculation, and/or eligibility is highly desirable. Experience with PHA-Web housing software and implementation of housing software a plus. Bilingual is a plus.

How to Apply/Contact

Please send a resume and cover letter to Jaclyn M. Martin, Esq., Executive Director by email at JMartin@MilfordHousing.org using the subject: Assistant Director of Federal Programs.

MHA is an Equal Employment Opportunity (EEO) employer and do not discriminate on the basis of race, color national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

Position to remain open until filled.