

DIRECTOR OF LEASED HOUSING AND CONTINUED OCCUPANCY JOB DESCRIPTION

The Director of Admissions and Continued Occupancy/Rental Assistance is under the general supervision of the Deputy Director. This position is responsible for planning, directing, monitoring and evaluating the services and activities associated with the management of the Tenant Selection Department and to the management of the subsidized Section 8 Department, which includes other special programs, such as the SRO, SNAP/Shelter Plus Care, AHVP and MRVP Programs. The Director of Admissions and Occupancy/Rental Assistance supervises and trains staff members and performs various other duties in order to ensure the effective and efficient operation of the Tenant Selection and Section 8 Departments.

JOB DUTIES

- Monitors changes or trends in local, state and federal laws and regulations affecting all elements of the Section 8 (HCV) and Public Housing Admissions (Tenant Selection) programs
- Interprets federal, state and local laws, local codes, and regulations relating to the implementation of Section 8 Rental Assistance Program
- Recommends changes in the form, size and methods of HCV operations to meet the changing conditions and requirements
- Recommends changes in the SHA's Administrative Plan and Admission and Continued Occupancy Policy for Federally Subsidized Family, Elderly/Disabled Public Housing 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 and Tenant Selection 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 the Management Assessment Program (SEMAP) following HUD rules and regulations and SHA policies and procedures in order 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 Section 8 and Tenant Selection Departments
- 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 (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 SHA accounting a 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 two (2) years of work experience where the primary responsibility involved assisting and/or participating in the administration of governmental housing programs; or (b) an Associate's Degree from a recognized college or university with four (4) years of work experience including two (2) years where the primary responsibility involved assisting and/or participating in the administration of housing program; or (d) 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

This agency is an Affirmative Action/Equal Opportunity Employer.

Translation and interpretation services are available upon request by appointment only
Sevis tradiksyon ak interpretasyon disponib si w bezen
Servicio de traducción e interpretación están disponibles, con cita, una vez que lo solicite
Serviço de tradução e interpretação estão disponíveis somente após agendamento

