

HOUSING PROGRAMS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, responsible for the day-to-day direction and administration of the City's Housing Division and affordable housing programs, including planning, managing and coordinating program activities; oversees and performs a variety of complex, specialized and professional work in housing operations; and ensures program compliance with federal and state laws and regulations. Provides oversight and administration of the Redevelopment Successor Agency's affordable housing communities, First Time Homebuyer Loan, HOME Loan and Community Development Block Grant (CDBG) programs. This position also takes a lead role in representing the City in the community's homeless services system design.

IDENTIFYING CHARACTERISTICS

The Housing Manager is considered a Division Manager with responsibility for the management of a Division that includes a functional work group of significant depth and complexity. A Division Manager is also responsible for the development, administration, and control of the associated budget(s). Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, directs, supervises, reviews, coordinates, establishes priorities for, and manages housing activities; participates in the development and implementation of Housing Division goals, priorities, policies and procedures.
2. Supervises, coordinates, reviews and participates in the work of assigned staff in the administration of Housing Division programs, including the Section 8 Housing Choice Voucher program, affordable housing management activities, and other housing assistance programs.
3. Performs monitoring and evaluation activities for housing authority programs; documents problem areas and identifies remedies; analyzes, interprets and implements existing and new federal and state housing rules and regulations.
4. Administers the overall functions of housing programs, including administration of housing program waitlists, initial eligibility determination, voucher issuance, leasing, recertification, and special programs administration. Duties include detailed and in-depth analysis of housing programs success and voucher utilization, including applicant pools, success rates and other related information for standard federally subsidized programs.
5. Evaluates and resolves individual appeals or protests related to application of ordinances, policies, rules and regulations, compliance issues, and fraud incidents; gathers information and visits sites as appropriate to investigate and resolve complaints, violations or appeals.

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6. Oversees the property management of the Redevelopment Successor Agency's affordable housing communities.
7. Coordinates financial transactions between the Housing Division and Finance Department, including monthly reconciliation, Housing Assistance Payment disbursements, claims and recovery, home loans, payoff demands and other related financial records and information as required by HUD and other funding sources; monitors budget expenditures in assigned program areas.
8. Participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
9. Ensures program compliance with applicable HUD regulations, applicable state and local regulations, and City ordinances, policies and procedures; and completes all related state and federal reporting requirements.
10. Provides technical expertise, information and assistance to the City Manager and Council regarding Housing Services programs; recommends the formulation and development of policies and procedures relating to Housing Services.
11. Communicates with HUD representatives, other agency administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information.
12. Makes presentations to Council; prepares educational materials for service providers, strategic partners, and the general public regarding housing programs,
13. Serves as the City's representative in the coordination of homelessness and safety net services for local residents on the CAP Solano JPA (Community Action Partnership of Solano Joint Powers Authority) and Housing First Solano (HFS) Boards.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of housing; incorporates new developments as appropriate.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
16. Plans, develops, supervises and monitors special projects; performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Section 8 housing regulations.

Operational characteristics, services, and activities of an affordable housing program.

Principles and practices of program development and administration.

Basic theory, principles, and practices used in affordable housing.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations including redevelopment laws.

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Ability to:

Oversee and participate in the management of an affordable housing program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer budgets.
Collect, analyze, and interpret data.
Prepare clear and concise administrative and financial reports.
Speak effectively in public.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Social Science, Public Administration, Business Administration, Urban Studies, or a related field.

Experience:

Five years of increasingly responsible experience with federally funded housing assistance programs, including experience in housing development, affordable housing program management, and two years of project management, lead or supervisory responsibility.

Substitution:

Additional years of experience may substitute the required education on a year-for-year basis. One year of experience is equivalent to 30 semester/45 quarter units.

License or Certificate:

Possession of a California Class C driver's license is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to

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travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FLSA	Exempt
B.U.	SCMPEA
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