



## Housing Manager

Department/Division:	Community Development/Housing
Reports To:	Director of Community Development
Provides Direction To:	Sr. Administrative Analyst, Administrative Aide
Created:	November, 2021

### GENERAL PURPOSE

Under administrative direction, manages, supervises, trains and coordinates the activities and operations of the Housing Authority including oversight of agency properties; supervises and assigns activities of other housing division personnel and provides highly responsible and advanced professional administrative support to the Director of Community Development; and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Housing Manager provides overall program planning, management, coordination and evaluation; budget and personnel administration for the division. The position is required to possess a significant level of specialized, technical and functional expertise in the areas of redevelopment law, land use, affordable housing programs, development and redevelopment, federal entitlement programs and policy planning and to exercise a high level of discretion and initiative in applying general goal and policy statements. This class receives assignments from, and reports to, the Director of Community Development, which has a broader scope of functional responsibilities, external interfaces, and executive team interfaces.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Manages the development, implementation and administration of the City's housing strategy and programs, homeless service programs, federal programs and oversees the administration of Redevelopment Housing Set-Aside funds including property management, affordability compliance, reporting requirements, and adherence to all governing rules and regulations.

2. Updates and implements a City affordable housing strategy that builds in a full range of housing opportunities; collaborates extensively with City officials, City staff, housing experts, non-profit organizations and community stakeholders.
3. Negotiates, prepares and administers contracts and agreements providing financial assistance for low and moderate-income housing; works with attorneys; monitors timelines and performance requirements; directs relocation operations in the event of displacement due to affordable housing projects; works with citizens to help find alternative housing.
4. Manages and prepares reports to ensure compliance with Federal, State, and local regulations and requirements; prepares Housing Authority Program Plans; oversees policies and procedures regarding waiting lists and tenant selection, eligibility, denial, and termination of assistance, calculations of rent and payment, housing quality standards, and hearing review process.
5. Represents the City and Housing Authority on local or regional task forces, committees or working groups; represents the City in contacts with other agencies, regulatory bodies, community stakeholders and the public on housing program issues; resolves significant and controversial issues.
6. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement.
7. Manages and oversees development and administration of the annual budgets, annual work plans and relevant portions of the Citywide budget for the Housing Authority and federal entitlement grant programs; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs monitoring and approval of expenditures; directs and implements adjustments as necessary.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Modern principles, practices and techniques of housing, redevelopment and/or homeless service programs, along with applicable federal, state and local laws, regulations, codes, ordinances, policies and rules; municipal financing; grant funding and related requirements; principles and practices of program and budget development; methods and techniques of scheduling work assignments, supervision, mentoring and training; standard office procedures, practices and equipment; methods and techniques for record keeping and report preparation and writing; grammar; public presentation methods and techniques.

### **Ability to:**

Understand, interpret and apply complex legislation, codes and regulations; develop and manage effective program policies and procedures; provide administrative and

professional leadership and direction for all Housing Authority programs; develop, negotiate and manage contracts, agreements, grants and loans; research, analyze, and evaluate new programs and service delivery methods, procedures and techniques; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; develop and modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles; prepare and administer budgets; prepare clear and concise reports required by Federal, State, and local laws and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public; identify and respond to community and City Council issues, concerns, and needs.

**Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Experience:** Six years of increasingly responsible professional experience directly related to redevelopment, affordable housing programs, federal entitlement grant programs, and policy planning including some supervisory experience.

**Education:** Equivalent to the completion of a Bachelor's degree in public or business administration, planning, urban studies or a closely related field.

**Licenses; Certificates; Special Requirements:**

Possession of a valid Driver License from the State Department of Motor Vehicles.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less. Access to records occasionally requires stooping, kneeling, bending, and climbing a ladder may be necessary to access older records.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple concurrent tasks under intensive deadlines; work with constant interruptions; attend functions or meetings during non-regular working hours, and interact with officials, departmental managers, supervisors, contractors, vendors, staff, the public and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.