

HOUSING CHOICE VOUCHER DIRECTOR

The Housing Authority of the City of Wilmington is seeking to fill the Housing Choice Voucher Director's position. The Housing Authority provides a generous benefit package. Salary will be commensurate with experience and education. Submit a cover letter, resume, Wilmington Housing Authority employment application and three professional references to HCV Director Job Search, Attention: Human Resources Department, PO Box 899, Wilmington, NC 28402 or email to jobs@wha.net. Applications will be accepted until the position is filled. The Housing Authority City of Wilmington is an Equal Opportunity Affirmative Action Employer.

The Housing Authority of the City of Wilmington, NC is focused on the transformation of the affordable housing market in Southeastern North Carolina by bringing new and innovative approaches to the region's housing market.

GENERAL STATEMENT OF THE POSITION

The Director of Housing Choice Voucher reports to the Vice President of Housing and Community Services. This position leads and directs the Housing Choice Voucher Program Department. This position ensures compliance with the Authority's policies, Federal Regulations and ensures the Housing Choice Voucher team works effectively and efficiently. Provides for the training and marketing for participants in the program and for landlords. This position ensures the Administrative Plan is current and stays current on legislation, regulations and guidelines. The responsibilities include the daily operations, development of internal processes of the department in accordance with Housing and Urban Development (HUD) statutes, rules, regulations and guidelines. This is an exempt position.

DUTIES & RESPONSIBILITIES

- Leads by example and serves as a role model for the standards and behaviors consistent with the core values and culture of the company.
- Responsible for the overall financial, administrative and operational viability of the program.
- Responsible for the planning, organization, coordination, and ongoing analysis of the program to ensure the department maintains a high SEMAP score and to ensure the department functions are efficient, effective and compliant with HUD's statutes, rules and regulations, such as utilization, eligibility, waiting lists, initial screening, utility allowances and inspection of the housing units and other measures under the program.
- Responsible for the development and preparation of applications for additional funding, grants and programs, in order to grow the department activities to benefit the citizens of the Authority's jurisdiction.
- Ensures timely submission of Housing Choice Voucher reports and data, such as VMS submission, utilization, EIV, PIC reporting, all financial data and special reports for executive management and the Board.
- Prepares presentations, represents the Authority at events and provides training for community partners.
- Resolves conflicts with participants, and landlords, and interacts with the community at large in regards to the program.
- Responsible for the preparation of the departmental budget request and ensures its operations are within the budget allowed.

- Responsible for the recruiting, selection, training, assessment and development of staff in the department to ensure accuracy and compliance with HUD, Administrative Plan and all associated policies.
- Ensures all records and reports on all applicants, voucher holders and landlords are maintained pursuant to regulatory requirements.
- Enhances the number and quality of landlords in the program by consistently meeting with, recruiting new, and continually training landlords in the program on up to date guidelines and requirements.
- Any other duties and responsibilities to accomplish the mission of this position, of the department and of the company and its affiliates.

KNOWLEDGE, SKILLS & ABILITIES

- Possesses business acumen to operate the department as a business component; possesses mission-critical technical and functional skills to fulfill the position; learns new methods, concepts and technologies easily.
- Brings drive, energy and humility to the position.
- Strong interpersonal skills, with the ability to relate to those with diverse backgrounds, educational levels, communication abilities, experiences; treats differences fairly and equitably; quick to find common ground.
- Ability to motivate and train employees, to support the culture, to maintain a high level of morale, cooperation and productivity.
- Strong communication skills, both oral and written.
- Ability to solve complex problems; quick-study of the new and different; uses multiple problem-solving tools and techniques.
- Maneuvers well to get things done; knows where to go to get what is needed; politically aware and agile; knows the right thing to do; presents views and arguments well.
- Ability and confidence to make tough decisions and to act upon those decisions.
- Well organized, resourceful; effective and efficient; can work on multiple tasks without losing track; foresees and plans around obstacles.

EDUCATION, EXPERIENCE & LICENSES

- Bachelor's Degree in relevant field or area of concentration.
- Minimum of 8 years of progressive senior level management experience in a related field.
- Experience with housing choice voucher program.
- YARDI software knowledge
- Knowledge of Microsoft Office.
- Valid North Carolina driver's license required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work to be performed by personnel assigned to this classification. This is not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform any other duties and fulfill any other responsibilities to accomplish the mission of the position and the mission of the company.

The Housing Authority of the City of Wilmington, NC is committed in policy and in practice to providing equal employment opportunities for all applicants and employees, based upon their training, experience and overall qualifications. Consistent with this commitment, discrimination against an applicant or employee based upon the individual's race, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship status, marital or familial status, sexual orientation, gender identity, gender expression, disability, military status, protected veteran status, genetic information or any other condition or characteristic protected by law is strictly prohibited