HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE

February 5, 2020

1) Position Title: Assisted Housing Manager
2) Job Type: Full-Time
3) Salary: Commensurate with qualifications and experience.
4) Education/Experience: Bachelor’s Degree from an accredited four-year college or university with major coursework in Business Management/Administration, Public Administration, or Management. Minimum of four (4) years’ experience in Section 8, including experience in conducting Housing Quality Standards (HQS) inspections, and two (2) years supervision experience in performing monitoring.
5) Major Duties and Responsibilities: Supervise departmental personnel, including but not limited to, performance management, work schedules, disciplinary actions, hiring, problem resolutions, etc. Supervise the Leased Housing process and Section 8 Homeownership process. Prepare and/or participate in the preparation of required reports and correspondence. Monitor activities of the Substantial Rehabilitation Program, Section 8 Construction, Single Room Occupancy, Voucher Occupancy and Project-based Occupancy. Develop cooperative relationships with program participants, owners and landlords. Make assignments to ensure timely inspections and approve all completed inspections and rent reasonableness determinations. Provide training and support to designated staff. Conduct and contract 10% quality control inspections. Perform any other related and appropriate duties in support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may also be submitted to careers@habd.net. Applicants may also fax a complete application to (205)521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position is Open Until Filled

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
Position Description

CLASSIFICATION: ASSISTED HOUSING MANAGER

SUPERVISOR: VICE PRESIDENT OF ASSISTED HOUSING

EFFECTIVE DATE: APRIL 5, 2019

Position Summary

Under the direction of the Vice President of Assisted Housing, the incumbent will be responsible for the daily operations of the Leased Housing and Section 8 programs. The Section 8 Housing Assistance program funds authority for Section 8 programs, providing rental assistance to over 5,200 Section 8 participants, through the Housing Choice Voucher (HCV) Program, the Moderate Rehabilitation Program, Single Room Occupancy (SRO), the Section 8 Project-based Voucher Program, Homeownership Program, Veterans Assistance Supportive Housing (VASH) and Contract Administration of designated Substantial Rehabilitation and New Construction units.

The incumbent is responsible for working with the Vice President of Assisted Housing to plan, coordinate, and supervise the functions and activities of the staff engaged in clerical work, processing applications for housing assistance, and the resolution of complaints. Prepare special reports; assist in formulating administrative policies and procedures; gather data for informational purposes; interpret departmental rules and regulations, as well as policies and procedures, to employees and the public. The incumbent will also advise on administrative problems and make recommendations to resolve them, and may be designated to assume duties of the Vice President of Assisted Housing, in his/her absence.

The incumbent will direct the Housing Quality Standards (HQS) inspection program, related to all Section 8 Housing Assistance programs. Plan, assign, and direct the work of subordinate HQS staff in the inspection of housing structures to insure compliance with established housing quality standards. Work is performed with considerable latitude for independent action and decision-making; with all technical decisions being made objectively utilizing acceptable interpretations of HQS. Work is reviewed through conferences, reports and observation of results.

Major Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to
cover absences or relief, to equalize peak work periods or otherwise balance the workload. The position description is in compliance with the Americans with Disabilities Act.

1. Supervise departmental personnel, including but not limited to, performance management, work schedules, disciplinary actions, hiring, problem resolution, etc.

2. Supervise the Leased Housing process, including but not limited to, receipt and review of applications, maintenance of applicant waiting list, housing applicants according to HUD regulations, conduct annual recertifications, processing participants move and participant termination, etc. Administer Housing Assistance Payment Contracts and give final approval on leases and HAP contracts.

3. Supervise Section 8 Homeownership process, including but not limited to, coordination with internal and external sources to provide homeownership counseling for Section 8 participants; establish procedures for recruiting and selecting families for the Section 8 homeownership program; comply with the Section 8 Homeownership Plan outlining in Exhibit C of the Section Administrative Plan; monitor and evaluate the Section 8 Homeownership Program.

4. Prepare and/or participate in the preparation of required reports, correspondence, etc., as requested by Vice President of Assisted Housing.

5. Monitor activities of the Substantial Rehabilitation Program, Section 8 New Construction, Single Room Occupancy, Voucher Occupancy and Project-based Occupancy. Develop cooperative relationships with program participants, owners and landlords.

6. Provide public notice of the availability of Section 8 housing assistance when taking applications. Notify landlords/owners of new or revised procedures and regulations.

7. Establish procedures for providing information to Voucher holders on available housing, including notification of ineligibility.

8. Make assignments to ensure timely inspections and approve all completed inspections and rent reasonableness determinations.

9. Conduct and contract 10% quality control inspections (covering all inspectors work) and provide written reports to Vice President of Assisted Housing.

10. Receive documents and assign complaints from tenants and landlords and verify that corrective action was taken.

11. Provide training and support to designated staff and recommend developmental actions as needed.

12. Assign inspections to other inspectors when the assigned inspector is unable to keep scheduled appointments.

13. Arbitrate between landlords and tenants, as necessary.

14. Perform any other related and appropriate duties in support of strategic goals as required.
Required Knowledge and Abilities:

1. Knowledge of general operations of a Public Housing Agency (PHA).

2. Knowledge of report preparation, techniques and procedures and demonstrate ability to prepare and evaluate professional and technical reports, grant applications and other required documents.

3. Knowledge of purpose, policies and regulations of the Housing Authority as established by the Board of Commissioners and/or set forth by HUD regulations as required to determine eligibility of applicants for Assisted Housing and ensure compliance with local, state and federal regulations.

4. Knowledge of Assisted Housing programs; housing activities, specifically Section 8 housing programs and operations at the Federal, State, and Local level, in both, private and public sectors.

5. Ability to assist in planning, promoting and evaluating housing and housing-related programs.

6. Ability to prepare and present ideas in a clear and concise manner, both orally and written.

7. Ability to make decisions in accordance with administrative and other applicable rules and regulations.

8. Ability to establish and maintain effective working relationships with other employees, supervisors, department heads and the general public.

9. Ability to coordinate meetings, conferences and appointments.

10. Must possess a thorough knowledge of construction methods and inspection techniques, and a thorough knowledge of Housing Quality Standards (HQS).

11. Ability to operate standard office equipment, including a personal computer and system terminal.

12. Ability to investigate and analyze conflicts, complaints or problems involving employees, tenants or the public in unpleasant or risky situations. Ability to take appropriate action when necessary.

13. Ability to work independently, without direct supervision and to initiate projects.

14. Ability to demonstrate leadership experience, professional ability, and capability to elicit cooperation.

15. Ability to establish and maintain effective working relationships with co-workers, consultants, contractors, residents, HUD, and local, state, and federal officials; Ability to communicate with people from a broad range of socio-economic backgrounds.

Supervision:
Yes.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training and/or Experience**

1. Bachelor’s Degree from an accredited four (4) year college or university with major course work in Business Management/Administration, Public Administration or Management. Minimum of four (4) years’ experience in Section 8, including experience in conducting HQS inspections, and two (2) years supervision experience in performing monitoring.

**Special Requirements**

1. Possession of a valid Alabama driver license and safe driving record for those required to drive or allowed to drive on behalf of the HABD.