

Housing Program Manager

Starting Salary: **\$4,256 - \$5,432** per month plus benefits, DOE

Closing Date: Noon, Saturday, July 11th, 2020

Position Status: Non-exempt

This position supervises the Certification Specialist functions and applications functions of the Housing Choice Voucher (HCV) Program. In addition, this position is a specialist in the administrative work coordinating the Project Based Voucher (PBV) program including policy development, contract management and supervision of the program. This position ensures compliance with federal, state, local and agency rules and regulations and supervises all staff involved in voucher administration functions, with emphasis on the Certification Specialist positions.

Qualifications - Education and Experience:

OPTION #1: Bachelor's degree PLUS two (2) years of paid work experience in public housing, property management or subsidized housing with demonstrated increase in responsibilities.

OR:

OPTION #2: AA Degree or equivalent education, PLUS four (4) years of paid work experience in a field such as public housing, property management or subsidized housing experience, with demonstrated increase in responsibilities.

OR:

OPTION #3: A minimum of six (6) years of paid related work experience in a field such as public housing, property management or subsidized housing experience which includes at least one (1) year of paid lead or supervisory experience in public housing, housing property management or a subsidized housing environment during such employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience in HUD Section 8 or Housing Choice Voucher Management, or Tax Credit Regulations and Oregon State Landlord Tenant Law;
- Experience in business/professional environment;
- Manages diversity issues;
- Addresses frail elderly, disability and low-income issues;
- Excels in customer service and quality assurance methodologies;
- Assists in the development of policies and procedures;
- Develops and monitors budgets;
- Collects and compiles data, and prepares report presentations;
- Reads, understands and applies personnel policies and union contracts;

- Works independently in a non-structured setting with minimal supervision and manages time efficiently;
- Trains, supervises, and evaluates employees;
- Prepares comprehensive reports;
- Develops forms and maintains historical record of documents;
- Audits work of others to ensure accuracy and completeness;
- Works professionally with co-workers, clients, landlords, social service agencies, HUD employees and the public;
- Speaks and understands English and follow oral and written directions – Spanish comprehension is desirable;
- Develops and applies training modules;
- Performs basic math skills including addition, subtraction, multiplication, division, fractions and percentages;
- Proficiently uses computer programs (Outlook, Word, Excel, Access and specialized software programs);
- Develops letters, memoranda, reports, leases and legal papers using grammatically correct English
- Focuses on details;
- Safely drives a vehicle.

LICENSES AND OTHER REQUIREMENTS

- Valid Oregon State Driver's license or ability to obtain one within 60 days and good driving record;
- Nan McKay or equivalent Certification in Section 8 Management required, or ability to obtain certification within 12 months;
- Fair Housing Certification or ability to obtain one within 90 days.

Candidates shall not have a felony criminal conviction; successful candidates will be subject to a criminal background check and drug test.