

DIRECTOR WATERLOO HOUSING AUTHORITY

DIVISION/DEPARTMENT: COMMUNITY, PLANNING & DEVELOPMENT/HOUSING
SALARY :
FLSA : EXEMPT
CIVIL SERVICE : NOT INCLUDED
BARGAINING UNIT : NON-BARGAINING

GENERAL STATEMENT OF DUTIES

Assistant Department Head position responsible for daily supervision and administration of a coordinated Housing program. The work is performed under the general direction of the Community Planning & Development Director, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervises seven professional, maintenance and clerical employees.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Ensures compliance with all HUD regulations through ongoing monitoring of programs and training staff.
2. Plans, organizes, directs and reviews work of Housing staff.
3. Coordinates and monitors tenant selection and placement in accordance with HUD regulations, State and local laws and tenant references based on staff interviews and verification of intake information.
4. Monitors inspection of buildings and grounds to ensure completion of maintenance activities and tenant satisfaction with assigned housing.
5. Assesses community housing needs and problems.
6. Coordinates purchase of supplies and payment of bills.
7. Investigates and assists in resolving housing related complaints, conflicts and problems of tenants, property owners, staff and the public.
8. Develops implements a comprehensive housing plan for the City and the development of property identified in the plan using reserve funds.
9. Prepares applications and supporting documentation for various federally funded housing programs.

10. Submits required reports to HUD or other Federal and State agencies.
11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
12. Maintains effective communication with tenants, landlords, staff and the public.
13. Works independently and with others with limited supervision.
14. Attends work regularly at the designated place and time.
15. Performs all work duties and activities in accordance with City and Community, Planning & Development policies, procedures and safety rules.
16. Performs related work as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of federal regulations related to federally-funded housing programs.
2. Ability to supervise, direct, monitor and review professional, maintenance and office staff.
3. Ability to plan, organize and promote housing, economic development and other Federal and State programs.
4. Ability to read, understand and follow government regulations regarding public housing and to analyze and interpret data, review materials on a variety of grant programs and act as liaison with other government subdivisions.

5. Ability to review operating and financial statements and administrative reports.
6. Ability to keep accurate and thorough records regarding public housing programs.
7. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
8. Ability to respond to questions from landlords, tenants, government agency representatives, the media, public officials and the public tactfully and in a clear, concise and easily understandable manner.
9. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, Federal, State and other government subdivisions and agencies.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic, and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in business management, public administration, planning or related field with minimum three years progressively more responsible experience in community development, planning, housing or related field; prefer experience as a director or assistant director of a public housing program

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Section 8 and Public Housing Manager Certificate or ability to obtain within eighteen months of appointment.
3. If using City vehicle, must have Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees, tenants, landlords, Federal, State and other government subdivisions and agencies in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely, visit public housing sites and attend meetings both in and out of town.
3. Sufficient vision and manual dexterity that permits the employee to drive a passenger vehicle, operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Must submit to and successfully pass panel interview and subsequent interview(s) by the Department Head and/or Mayor or his designee(s).

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Director Waterloo Housing Authority.