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**Job Title:** HCV Assistant Director

**Job Classification Code:** 300

**Reports to:**  HCV Director

**Employee Status:** Salary - Exempt

**Pay Scale:** $46,000 to $54,000

**Job Summary:**

Under the supervision of the HCV Director, the Assistant Director is charged with assisting in the performance of the Housing Choice Voucher Program. Person is responsible for the performance of the HCV Program (audits, SEMAP, PIC reporting, leasing and HAP utilization). Areas of responsibility include: Administrative Plan (development and implementation), full utilization of HAP resources, HQS inspections, annual and interim re-certifications, portability, family self-sufficiency, VASH vouchers, public housing resident relocations, project-based activities, staff development and direction, customer service, and community and government relations. Plans, organizes, manages, controls, and directs the activities of the staff and is responsible for carrying out the policy direction of the SHA Board and its CEO and articulating the mission of the Agency.

**Education/Certification Requirements:**

Bachelor’s degree from an accredited college or university and/or a minimum of 5 years of HCV experience, completion of HUD’s Housing Quality Standards training, and possess relevant HCV certifications such as HCV Specialist and HCV Executive Management; or the ability to obtain these certifications within 12 months of employment.

**Experience Requirements:**

At least 5 years of experience in the HCV Program, and preferably 2 years of management in the HCV Program.

**Qualifications:**

This position requires a valid Florida driver’s license and the ability to pass a pre-employment drug screening as well as be eligible for coverage under Authority fleet auto insurance.

**Knowledge and Skills:**

1. Ability to energize and provide leadership to a department serving a diverse, limited income population.
2. Ability to interpret and implement complex and changing federal policies and regulations.
3. Ability to analyze administrative systems and develop structures and strategies designed to provide high quality, cost effective service to the public.
4. Skills in sustaining a collaborative, teamwork style of management.
5. Strong commitment to the professional development of staff.
6. Strong organizational skills.
7. Knowledge of the enhancement of administrative efficiencies through appropriate application of communication information technologies.
8. Leadership skills to develop, implement, and sustain a productive organization throughout a demanding period of change.
9. Ability to apply considerable levels of concentration constantly throughout the day.
10. Ability to perform effectively with constant interruption and while continuing to meet deadlines.
11. Ability to effectively communicate verbally, individually and in groups with internal contacts, property owners, and other organizations or officials as appropriate.
12. Ability to negotiate and resolve conflict.
13. Ability to effectively write letters, reports, procedures, maintain documentation and complete required forms.
14. Ability to manipulate necessary office equipment, computers, and peripherals.
15. Ability to work nights, weekends or non-regular hours.

**Duties/Responsibilities of Position:**

1. Maintain caseload for all port-ins and port-outs including being the point person for billing and receipting of payments.
2. Train landlord liaison on all aspects of Waiting List management and serve as back up for managing the waiting list.
3. Assist Director in all PIC submissions and immediate corrections.
4. Assist in developing and administering Agency policies regarding leased and subsidized private-owned rental housing programs administered by the Agency.
5. Assist in evaluating and interpreting HUD regulations and guidelines as they pertain to the Housing Choice Voucher Program.
6. Assist in evaluating financial indicators, human resources indicators and program performance indicators and developing appropriate and responsible strategies to the benefit of the program.
7. Work effectively with the HCV Director on a range of policy issues, planning, budgeting, and performance measurement.
8. Work effectively, professionally and courteously with Agency leadership, staff, and program stakeholders.
9. Assist in implementing effective policies and daily operating procedures.
10. Assist in the implementation of the Administrative Plan and all other policies and procedures relevant to the HCV Program.
11. Assure that staff is appropriately trained and equipped to perform their assigned responsibilities.
12. Assist HCV Director with client issues, staff questions, training current staff and new hires on procedures.
13. Establish and well-organized participant files and assist with HUD monitoring and reviews.
14. Provide guidance and assistance to families on all Housing Choice Voucher matters.
15. Maintain copies of current HUD regulations, notices and information concerning the Housing Choice Voucher Program.
16. Encourage landlord and resident participation in housing programs through outreach efforts.
17. Establish and implement procedures to assure that leases and contracts between landlords and residents are properly administered.
18. Meet with public groups to stay current on matters related to housing.
19. Assist in preparation and administration of all Housing Choice Voucher Program annual budgets
20. Perform and assume other duties as assigned.

**Demands/Environment:**

Work is principally sedentary, but may involve some physical exertion during on-site visits with residents or landlords, inspection of dwellings or facilities, and travel to meetings, conferences or workshops in other cities. Work involves the normal risks and discomforts associated with an office environment. Although it is usually in an area that is adequately cooled, heated, lighted, and ventilated.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.