



Job Description

TITLE: Executive Housing Director	JOB CODE: 1620
DEPARTMENT: Housing Authority	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Executive
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under administrative direction of the County Manager, this position plans, organizes and directs the operations and staff of the County's housing program administered under the federal regulations Section - 8 Housing Choice Voucher; directs day-to-day activities; manages for continuous improvement of the program; ensures compliance with all Federal rules and regulations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels and instructs employees as required; develops staff skills and conducts performance evaluations.
- Develops and submits the annual plan and budget; monitors the budget and approves expenditures; prepares special and recurring reports, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Monitors and reviews service trends and recommends operational and policy improvements.
- Ensures compliance with all laws and regulations; checks the accuracy of forms, inspections and related daily activities of the Housing Authority.
- Conducts tenant and landlord briefings for initial and annual certifications; ensures that the tenant and the landlord understand their requirements under the program.
- Analyzes and monitors all Section 8 Housing Choice contracts within the County; negotiates rates with landlords; qualifies potential tenants.
- Communicates and coordinates activities with a variety of Federal and State agencies, including Human Services, Child Support Enforcement Bureau and Social Security Administration; interacts regularly with a variety of businesses throughout the County to monitor tenant eligibility.
- Compiles reports and transmits to Public & Indian Housing Program Center (PIC) on a monthly basis.
- Monitors the disbursement schedule received from Housing and Urban Development (HUD); tracks the number of units filled and lease up according to funding availability.
- Prepares and reviews financial statements; submits the statements to the Finance Department for payment; prepares utility allowance statements based on the approved rates.
- Conducts annual and special inspections of housing; determines the eligibility of units based on the HUD standards.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of HUD standards, policies and procedures.
- Knowledge of the Section – 8 Housing Choice Voucher Program standards and requirements.
- Knowledge of grant management, financing and reporting processing and procedures.
- Knowledge of contract and leasing provisions and requirements.
- Knowledge of County policies and procedures.

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- Knowledge of management principles, practices and methods.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in interviewing and evaluating the eligibility of program applicants.
- Skill in negotiating leases and contracts with landlords.
- Skill in investigating problems and recommending solutions within the program guidelines.
- Skill in working independently or as a team member.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience:

- High School diploma or GED equivalent and five (5) years experience with subsidized housing programs.
- Certified Section 8 Housing Manager.
- Certified Housing Quality Standards Specialist.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____