

**DELAWARE COUNTY HOUSING AUTHORITY
DIRECTOR OF HOUSING CHOICE VOUCHER PROGRAMS**

The Director of Housing Choice Voucher Programs shall be under the direct supervision of the Executive Director and is responsible for the management and efficient administration of the Housing Choice Voucher Program Choice Voucher (HCV) Program. Responsibilities shall include but not be limited to the following:

1. Responsible for ensuring that programs are in compliance with federal, state and Housing Authority regulations and policies, and that all requirements of the program are met.
2. Supervises and monitors the activities of personnel engaged in HCV program administration, program support and dwelling inspection activities; provides direction on interpretation and execution of program requirements, eligibility determination, and resolution of complaints and problems.
3. Responds to inquiries concerning HCV program requirements and procedures, and landlord-tenant laws.
4. Initiates and prepares applications to HUD for additional housing vouchers and special program funding.
5. Oversees interim and annual re-examinations to determine tenant income and family status. Performs file audits on 5% of clients.
6. Oversees inspections of dwelling units by an outside contractor prior to leasing to determine if rental property meets HQS standards, or to determine the landlord's willingness to correct sub-standard conditions. Monitors overdue inspections and approves abatement of rent as necessary.
7. Oversees the Housing Assistance Payment (HAP) contracts between the property owner and the Authority; oversees the preparation of standard Authority leases or addendums to owner's lease to ensure all program terms and conditions are met. Reviews and approves HAP payments to landlords.
8. Issues termination of rental assistance to clients and termination of HAP contracts with landlords. Schedules and appears at informal hearings when they are requested by clients. Represents the Housing Authority in court and arbitration hearings on Section 8 matters.
9. Analyzes statistical and financial data to monitor program effectiveness; develops recommendations for future planning and budgets.

10. Performs all activities of bi-monthly check processing by verifying check amounts, correcting errors, and ensuring that checks being issued are accurate. Approves adjustments in subsidy amount as a result of client interim and annual reexaminations.
11. Tracks housing vouchers to identify current and pending availability based on funding.
12. Notifies appropriate personnel to provide files of applicants from waiting list.
13. Updates/revises HCV *Administrative Plan*.
14. Responsible for PIC submissions and reporting. Responsible for EIV usage and reporting and entering bad debts/termination in EIV.
15. Supervises and participates in the preparation of regular and special reports required by the Authority, HUD and/or other government agencies.
16. Assumes responsibilities and makes recommendations concerning employment, performance, salaries, promotion, and termination of assigned personnel.
17. Responsible for the successful operations and utilization of HCV Yardi Systems.
18. In conjunction with the Director of Financial Operations assure the long-term financial stability and maximum utilization of the HCV Program.
19. Maintains active working relationship with local agents, owners, brokers, social service, community, civic and professional organizations to enhance the effectiveness and image of the Housing Choice Voucher Program and the Authority.
20. Performs additional duties and tasks as required.

REQUIREMENTS

1. Bachelor's degree in business or social science or public administration
2. Four years progressive responsibility experience in real estate management or administration of a housing choice voucher program or equivalent combination
3. Strong ability to compile, interpret and analyze information.
4. Ability to read and write proficiently.
5. Supervisory skills important to communicate instructions to other personnel.

6. Excellent interpersonal skills and ability to interact with a variety of both internal and external clients.
7. Requires continuing educational courses to maintain job expectations and standards and the ability to obtain program certifications from an accredited organization within one year. Certifications include but not limited to: Enterprise Income Verification (EIV), HCV Executive Management, Public Housing Manager Certification, HCV Specialist or HCV Eligibility, HCV Occupancy HVC Rent Calculation.
8. Ability to deal with a variety of persons and unusual situations.
9. Ability to operate standard office equipment including personal computer, copier, scanner, and printer. Must have basic proficiency in *MS Office* software and internet access/usage.
10. Must possess a valid Pennsylvania driver's license and be insurable under the Authority's automobile policy.

PHYSICAL REQUIREMENTS:

While performing duties of this job, the employee is regularly required to talk and hear. The position is very active and requires standing, walking, sitting, and bending on a regular basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

This position spends the majority of their time in an office environment.

EXPECTED HOURS OF WORK: 35 hours per week. After hours as needed.

TRAVEL REQUIREMENTS: May have to travel to different facilities and locations. Attendance at conferences and training.

EEO STATEMENT: Delaware County Housing Authority is an equal opportunity employer.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, and responsibilities and activities may change at any time with or without notice.

