

JOB ANNOUNCEMENT

HOUSING AUTHORITY OF CITY OF LUMBERTON

DIRECTOR OF PUBLIC HOUSING:

The Housing Authority of the City of Lumberton (HACL) is looking for qualified candidates to fill the position of Director of Public Housing. This position is an integral part of our Public Housing team and will report directly to the Executive Director.

Under minimal supervision, administers all aspects of the Public Housing Asset Management program including; administration, planning and development, property management, resident services and fiscal management. Establishes and maintains policies and procedures necessary to administer all Public Housing programs to effectively comply with federal, state, local and agency regulations and guidelines.

Bachelor's degree in Business Administration, Public Administration, Economics or other related field or any equivalent combination of experience, training and education that provides the required knowledge, skills and abilities, with three (3) to five (5) years of experience in the Housing Industry. Minimum of five (5) years of experience in a management capacity directly related to Property Management.

Successful candidates must have a valid North Carolina driver's license with clean driving record and complete a successful pre-employment drug screen and background check. Must be available for occasional overnight travel and training. Must be able to work with the highest degree of confidentiality. Public Housing Management certification is desired and will be required within eighteen (18) months of employment.

This position is open until filled. Applications can be downloaded and printed from the EMPLOYMENT Tab at www.hacl014.com, or by contacting the NC Works Career Center at (910) 618-5500. Qualified candidates should forward a completed HACL job application to the following:

HACL
C/O Jenniffer Hunt
Post Office Box 709
Lumberton, NC 28359

Robeson County NC Works Career Center
289 Corporate Drive, Suite B
Lumberton, NC 28358

The Housing Authority of the City of Lumberton is an Equal Opportunity Employer

HOUSING AUTHORITY OF THE CITY OF LUMBERTON

JOB DESCRIPTION:

TITLE: DIRECTOR OF PUBLIC HOUSING:

Department: Public Housing

Reports To: Executive Director

FLSA: Exempt

Employment Status: Full-Time

GENERAL STATEMENT OF JOB:

Under minimal supervision, administers all aspects of the Housing Authority of the City of Lumberton (HACL) Public Housing programs including administration, planning and development, property management, resident services and fiscal management. Establishes and maintains policies and procedures necessary to administer all Public Housing programs to effectively comply with federal, state, local and agency regulations. Develop and maintain standards of performance for assigned staff. Employee is responsible for developing annual budget and maintaining adequate fiscal controls. Employee must exercise considerable independent judgement; initiative, integrity and ethics in performing the duties of this position. Reports to the Executive Director.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Plans, directs and controls activities of Property and Asset Management, Resident Services and Fiscal Management; and supervises Public Housing staff to ensure compliance with HUD guidelines and regulations.

Implements and maintains HACL's policies and procedures for Property and Asset Management, Resident Services and Fiscal Management to ensure compliance with Federal, State, Local and Agency regulations. Reviews and Interprets federal regulations, local policies and procedures; and informs staff of changes.

Directs and monitors vacancies and vacancy-loss days, Tenants Accounts Receivable reports; reviews accounts and vacancy reports; occupied and vacated; researches accounts of former residents upon request to determine balances, etc. Prepares and administers departmental work programs, projects and budgets.

Determine training needs to provide meaningful learning experiences for staff; evaluates and recommends personnel actions on subordinates' job performances, administers grievance and discipline with departmental staff.

Evaluate the condition of buildings and grounds to maintain the physical appearance and integrity of HACL Communities and implement any corrective action necessary.

Attends various meetings providing input and resolving issues based on thorough knowledge of Public Housing operations including Asset Management, Resident Services and Fiscal Management and Authority services, programs, policies and procedures.

Completes various monthly, quarterly and annual reports as required by HUD and the Authority. Ensures that required HUD reporting is completed on time with supporting documentation.

Supervises and directs Public Housing staff. Supervisory duties include instructing, assigning and reviewing and planning assignments, maintaining standards, coordinating activities. Reviews and evaluates the work of subordinates for completeness and accuracy. Offers guidance and assistance as needed.

Monitors collections, collection loss, vacancy reports, court filings, etc., through generated and manual reporting systems, conversations and meetings.

Monitors resident selection process to ensure that families are available as vacant units are released for occupancy.

Directs Agency's compliance to EIV and PIC program guidelines.

Assists in developing departmental budget and monitors expenditures.

Develops and/or revises manuals, brochures, forms, letters, etc., necessary for efficient and effective program management. Ensures that adequate information is provided to residents; applicants and the general public, regarding agency rules, regulations and policies as requested; reviews and responds to resident complaints.

Provide prompt, courteous customer service; responds to resident's inquiries and complaints. Maintains knowledge of activities and programs available to residents through other social service agencies; provides referral assistance as needed.

Exercises an acceptable level of judgement, independence and problem-solving skills in addressing and completing assignments.

Maintains a level of teamwork and working relationships with peers and supervisors conducive to productive work. Interacts and communicates with various groups and individuals such as the immediate supervisor, subordinate staff, co-workers, volunteers, law enforcement personnel, court personnel, other government agency personnel, residents, community organizations and the general public.

Operates a variety of equipment such as a telephone, calculator, computer, printer, copier, fax machine, two-way radio, etc.

ADDITIONAL JOB FUNCTIONS:

Completes various special projects and assignments as appropriate.

Attends various intra-agency meetings as required.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE:

Bachelor’s degree in Business Administration, Public Administration, Economics or other related field or any equivalent combination of experience, training and education that provides the required knowledge, skills and abilities; with three (3) to five (5) years of experience in the Housing Industry. Minimum of five (5) years of experience in a management capacity directly related to Property Management. Public Housing Management Certification (PHM) must be obtained within eighteen (18) months of employment or other allowable period of hire as authorized by the Executive Director.

SPECIAL REQUIREMENTS:

Must possess a valid NC Driver’s license and maintain a good driving record. Must be available for occasional overnight travel and training. Must pass a Pre-employment Drug Screening and Background check as required. Must be able to work with the highest degree of confidentiality.

MINIMUM QUALIFICATIONS OF STANDARDS REQUIRED:

1. Ability to perform sedentary work to perform managerial duties.
2. Ability to regularly lift, carry, push or pull up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
3. Ability to sit, walk and stand for extended periods of time.
4. Work may involve some physical exertion, such as kneeling, crouching, reaching, carrying or lifting and eyestrain from working with computers and other office equipment.
5. Must be able to bend, stoop, push and pull in the performance of duties.
6. Must be able to perform essential job functions in an environment that sometimes will include increased levels of work-related stress.
7. Must be able to operate a variety of office machinery and equipment including computers, fax machine, calculator, printer, copier, etc.,
8. Requires the ability to communicate to people to convey or exchange information, includes giving instructions, assignments or directions to subordinates.
9. Requires the ability to read a variety of reports, correspondence, forms, ledgers, logs, applications, manuals, budgets, etc., Requires the ability to communicate to people with poise, control and confidence.
10. Requires the ability to utilize mathematical formulas to add, subtract, multiply and divide, utilize decimals and percentages, interpret graphs.
11. Requires the ability to handle a variety of items such as office equipment. Must have minimal level of eye/hand coordination.
12. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
13. Must be able to communicate via telephone and electronic communication including email.
14. Must be able to maintain punctuality and attendance as scheduled.
15. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of agency policies and procedures as they pertain to property management and occupancy, including administration, planning and development, property management, resident services and fiscal management.

Thorough knowledge of the policies and procedures of the HACL, the US Department of Housing and Urban Development and other regulating and funding agencies.

Thorough knowledge of the sources of information and support materials associated with Housing Management. Considerable knowledge of the current literature, trends and developments in the field of Public Housing Management.

General knowledge of the principles of supervision, organization and administration practices and procedures.

General knowledge of methods used in negotiations, mediation and settlement.

General knowledge of the philosophy and objectives of Public Housing.

Ability to maintain adequate records.

Ability to initiate work projects and to work independently.

Ability to communicate effectively orally and in writing.

Ability to relate to and interact with mixed populations of elderly, family, disabled and mentally impaired residents in low income housing settings.

Ability to exercise considerable tact, courtesy, and firmness in frequent contacts with HACL.

Ability to direct and supervise the work of departmental staff in a professional, friendly manner.

Perform all other duties as directed by the Executive Director.

DISCLAIMER STATEMENT:

The Housing Authority of the City of Lumberton is an Equal Opportunity Employer. This job description is subject to change and in no manner states that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions. However, it does not restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job may be considered at the discretion of the Board of Commissioners.

Employment with the Housing Authority of the City of Lumberton is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Signatures/Approval:

_____ Date: _____

_____ Date: _____