

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: DIRECTOR, HOUSING CHOICE VOUCHER PROGRAM	
MINIMUM SALARY: \$NEGOTIABLE	
DEPARTMENT: HOUSING CHOICE VOUCHER	SECTION: HOUSING CHOICE VOUCHER
HOURS OF WORK: 8:00 AM - 4:40 PM	BARGAINING UNIT: EXEMPT
POSTING DATE: JUNE 18, 2008	APPLICATION DEADLINE: Until position is filled

SUBMIT APPLICATIONS TO: Cincinnati Metropolitan Housing Authority
Department of Human Resources
16 West Central Parkway
Cincinnati, Ohio 45202

SCOPE: This position directs the daily operations of all facets of CMHA's Housing Choice Voucher Section 8 Program (HCVP) and Section 8 Moderate Rehabilitation Program (MR). CMHA's HCVP administers over 10,600 Housing Choice Vouchers and a portfolio of 200 MR units. The incumbent must supervise a staff of 70+ bargaining unit, management and other CMHA personnel and oversee the most efficient provision of housing assistance to families throughout the agency's jurisdiction of Hamilton County. The incumbent must also work with tenants, property owners and various CMHA departments to meet program goals. This position reports to the Executive Director. The employment relationship is at will, which means the incumbent serves at the pleasure of the Executive Director.

ESSENTIAL FUNCTIONS: include, but are not limited to the following:

- Monitor all HCV department operations to ensure adherence to HUD regulations and CMHA's HCV Administrative Plan and to ensure the highest possible ratings under HUD's Section 8 Management Assessment Program (SEMAP).
- Supervise the HCVP Admissions Department to ensure the timely and accurate processing of new HCV applicants from the program waiting list and oversee appropriate checks and balances on HCV applicant processing.
- Project, on a continuing basis, HCV turnover to ensure a sufficient stream of clients is in process to fully utilize the available voucher funding and to maximize program administration fees.
- Supervise the HCV Occupancy Department to ensure the proper and timely certification of HCV tenancies and ensure the timely and accurate processing of HCV tenant rents, utility assistance payments (UAP), Housing Assistance Payments (HAP) and Rent Reasonableness Assessments.
- Monitor HCV budgets, payments to property owners, repayment agreements, etc. Monitor the financial quality control system to eliminate overpayments, delayed payments, etc.
- Supervise the HCV Inspections Department and ensure completion of inspection production goals, closely evaluate inspection timelines, monitor the number of inspections necessary to pass units and to monitor quality control systems to facilitate inspections integrity.
- Ensure the agency's compliance with HUD's Rent Reasonableness requirements.
- Conduct drive-by reviews of assisted properties and ensure enforcement of the HQS and local building standards.
- Represent the agency in all dealings and negotiations with community groups, social service owners and property owners., including formal speaking engagements. Respond to press inquiries regarding the HCVP, as needed.
- Proactively implement programs to attract quality owners to the program and work to open new rental markets in low-poverty neighborhoods throughout Hamilton County.
- Work with CMHA's Housing Investigations and Enforcement Department (HIED) to ensure that HCV participants, tenants and landlords, are held accountable to CMHA and HUD program rules.
- Develop and maintain good working relationships with community councils, elected officials, HUD staff, etc.
- Provide oral and/or written responses to customer complaints and concerns.
- Recommend hiring, discipline, termination and compensation for assigned staff. Provide timely and thorough performance evaluations. Monitor staff compliance with all agency personnel policies.
- Oversee the management and ensure the maximum efficiency of the HCV Family Self-Sufficiency Program, including recruitment of new program participants and maximum participant graduations and approval of escrow payment disbursements.
- Oversee and ensure production guidelines for the HCV Homeownership program.
- Edit the CMHA Community Messenger, the HCVP newsletter.
- Perform other duties, as required by the Executive Director.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in an area such as business, property management, urban planning or public administration.
- Three or more years experience at the decision-making level in the management or operation of an assisted housing program. Consideration will also be given to prior real estate development experience of five or more years with some knowledge of the assisted housing industry.
- Three or more years experience directly supervising a medium to large-sized professional staff, preferably within a union environment.
- Excellent verbal and written communication skills.
- Strong mathematics and/or understanding of basic accounting principles.
- IREM Certification is a plus.
- Successful completion of certification courses in HCV Eligibility, HCV Rent Calculation and HQS Inspections within a year of hire.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

Equal Opportunity Employer/ Equal Housing Opportunities