



**EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Position Title: Director of Housing Programs

Announcement No.: 19-014

External/Internal Posting

DEPARTMENT: Section 8

OPENING DATE: March 20, 2019

SALARY RANGE: \$80,787 - \$129,126 per annum

CLOSING DATE: April 19, 2019

DESCRIPTION OF DUTIES: Under the direction of the Deputy Executive Director, the Director of Housing Programs plans, organizes, controls, and directs the activities of the Housing Programs Division; develop, monitor, and implement the annual departmental budget, policies, and procedures to ensure compliance with SNRHA and Housing and Urban Development (HUD) regulations regarding Family Self Sufficiency, and Housing Choice Voucher Programs. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

- Plans, organizes, directs, controls, prioritizes, assigns, supervises, and reviews the work of staff responsible for the Housing Programs Department, maintain department records; assign and monitor workloads; be the final decision maker on matters of significance for the department work group.
- Exercise discretion and independent judgment involving the comparison and evaluation of possible courses of conduct and acting after various possibilities have been considered.
- Plan, manage, and is accountable for the department budget, including Participate in the coordination of assigned program budget; submit budget recommendations; monitor expenditures in accordance with Housing Authority's policy and procedures.
- Formulate, affect, interpret, or implement management policies or operating practices, including having authority to waive or deviate from established policies and procedures without prior approval.
- Carryout major assignments in conducting the operations of the business; as an agent of the Authority, commit the Authority in matters that have significant financial impact.

- Participate in the development and administration of the annual budget in accordance with Housing Authority standards.

- Plan, organize, monitor, and control work activities and expenditures; coordinate a variety of administrative activities including employee scheduling, payroll reporting, correspondence, and report processing; and analyze operational performance and prepare reports, analytical studies, and HUD submittals.

- Interpret laws and regulations; assure Housing programs activities comply with all laws, policies, and HUD regulations, the Administrative Plan, and the Agency's strategic plan.

MINIMUM QUALIFICATIONS:

Education, Training and Work Experience:

Bachelor's degree in Business, Public Administration, Management or closely related field, supplemented by six (6) years of progressively responsible work experience in administering housing programs, with two (2) or more years' experience in administering housing programs, with two (2) or more years of experience in Section 8 HVC Housing Administration, Public Housing, or other comparable area; OR four (4) years equivalent combination of education and experience.

Certifications:

Section 8 HCV Management, HCV Rent Calculation, Eligibility Determination, and Public Housing Eligibility certifications are required. Housing Quality Standards CHQS.

Licenses: Possession of, or ability to obtain an appropriate valid Nevada Driver's License is required and you must be insurable under SNRHA's automobile policy.

Supplemental Information: Satisfactory result of a pre-employment drug screening and full background check is required. This is an **exempt position** and is not eligible for participation in the bargaining unit which represents Southern Nevada Regional Housing Authority Employees.

HOW TO APPLY: Applicants must submit (1) A complete, up-to-date Housing Authority Employment Application, (**Resumes will not be accepted in lieu of an application**); (2) The **Supplemental Experience Statement for Director of Housing Programs** to be used in the evaluation process, and; (3) Affirmative Action Questionnaire, attached to the application form (voluntary). Applications may be obtained from the Human Resources Department, our website www.snrha.org **download and complete application, send complete package as attachment to atyler@snvrha.org** or by calling (702) 477-3170, TDD (702) 387-1898. Completed documents should be delivered or mailed to the Southern Nevada Regional Housing Authority, 5390 East Flamingo Road, Las Vegas, Nevada 89122. Materials must be complete to be properly evaluated. Failure to satisfactorily demonstrate that you fully meet the employment requirement will result in disqualification. Additional information will not be accepted after the closing date. Only the most qualified applicants will be invited to participate in the oral examination. **Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date.**

Applications and all supporting documents become the property of the Housing Authority and will not be copied or returned.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION
BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, SEC 3 HUD EMPLOYER

ANNOUNCEMENT 19-014

SUPPLEMENTAL EXPERIENCE STATEMENT FOR DIRECTOR OF HOUSING PROGRAMS

Name of Applicant: _____

The purpose of this supplement to your application for employment is to collect information that is directly related to the Essential Functions which will be used in evaluating applications for this job, and it is intended as a way for you to draw attention to your abilities. You may add information not identified in your Application for Employment or expand on that which is identified. You may use additional sheets of plain white paper if necessary.

1. Please describe your knowledge of the operations, services and activities involved in low-income Public Housing and Section 8 Programs.

2. Please describe your knowledge of Housing Authority's programs, policies and procedures.

3. Please describe your knowledge of the principles of supervision, training and performance evaluations.

4. Please describe your knowledge of procedures, methods and techniques of Section 8 Housing Quality Inspections.

5. Please describe your knowledge of pertinent federal, state and local laws and regulations regarding tenancy programs and procedures, including SEMAP, PHMAP and PHAS.

6. Please describe your knowledge of Section 8 Financial Reports/HUD required budget preparations.

7. Please describe your ability to develop, implement, and monitor budgets and participant programs, including programs of self-sufficiency and homeownership.

8. Please describe your ability to establish and maintain an effective working relationship with superiors, subordinates, other departments, other agencies and the general public.

VIEW AND CERTIFICATON: After completing the application and this form, look them over carefully to make sure **that both have been signed**, and that you have answered all items. A false answer to any question on this Questionnaire may be grounds for not employing you. I certify that all statements made in this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Applicant's signature

Date