

**ASSISTANT DIRECTOR OF SECTION 8 RENTAL ASSISTANCE**  
**APPLICATION DEADLINE IS WEDNESDAY, MARCH 7, 2018 AT 11:59PM**

**Division:** Section 8 Rental Assistance  
**Reports to:** Director of Section 8 Rental Assistance  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** 117  
**Monthly Salary Range Minimum:** \$5,797  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Assists in the management and accountability of the federally funded Housing Choice Voucher (HCV) rental assistance program, which includes the Family Self Sufficiency (FSS) and Homeownership Voucher programs, including supervision of assigned staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, hires, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Assists the Division Director with the management and oversight of the HCV, Homeownership Voucher and FSS programs in accordance with federal and state regulations, Department of Housing and Urban Development (HUD) handbooks and other guidance.
- Develops internal performance standards for the FSS and Homeownership Voucher programs, provides guidance and counsel to the FSS Manager and recommends approval of personnel actions when required.
- Assists the Division Director with the review and oversight of monthly HUD Voucher Management System (VMS) reports that show all program expenditures and revenue.
- Assists with maintaining the HUD 2 Year tool for monitoring leasing activity.
- Develops and maintains various required statistical reports.
- Ensures organization's compliance with all HUD requirements for processing for submission to the HUD Public and Indian Housing Information (PIC) system.
- Organizes and manages workflow of the operation areas to ensure that deadlines are met, and facilitates special project work groups.
- Makes recommendations for program improvement through the use of technology and innovation.
- Develops and recommends plans for continuous improvement of divisional operations.
- Ensures proper HUD reporting, policy and procedure development, and research.
- Assists with Housing Assistance Payment (HAP) Processing in the absence of the Payments Coordinator.
- Updates HCV program forms and letters.
- Assists with responding to complaints using the formal complaints process.
- Approves supply requests and payment card statements in the Director's absence.
- Approves travel claims, reimbursement requests and timesheets in the Director's absence.
- Represents the division in the absence of the Director.

## **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Education and Experience:**

- Relevant post high school certification and/or degree is required; Bachelor's degree in social sciences, public administration, business, or other related field is highly preferred.
- Master's degree is a plus.
- Three years of management experience.
- Two years of experience in a housing choice voucher program; five years of experience in a housing choice voucher program preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

### **Knowledge, Skills, Abilities, and Competencies:**

- Ability to effectively manage staff.
- Working knowledge of the Code of Federal Regulations (CFRs) governing the Housing Choice Voucher Program.
- Knowledge of other federal housing programs and social service programs.
- Practical knowledge in the area of housing quality standards (HQS).
- Ability to exercise good judgment in structuring and organizing work, setting priorities, handling information, and meeting personnel challenges.
- Communicates effectively and regularly with staff, including staff in planning, decision-making, and process improvement; makes self-available to staff.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Ability to exercise good judgment in structuring and organizing work, setting priorities, handling information, and meeting personnel challenges.
- Ability to think creatively and work independently.
- Maintains credibility through sincerity, honesty, and discretion.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; prioritizes and plans work activities; uses time efficiently.
- Consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- Ability to manage complex projects while working under pressure to meet deadlines.
- Detail oriented, logical, and methodological approach to problem solving.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

### **Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**  
**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**  
**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE**  
**APPLICATION INSTRUCTIONS**