

Assistant Director, Federal Programs - (170005DO)

Official Title: Housing Program Specialist IV

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Community and Social Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Sep 11, 2017, 9:37:05 AM

Number of Openings: 1

Salary: \$65,965.12 - \$95,152.20 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

The Assistant Director of Federal Programs is a position within Department of Housing and Community Development (DHCD)'s Bureau of Rental Assistance (BRA). The BRA administers federal and state rental assistance programs Housing Consumer Education Centers which are administered locally by nine (9) Regional Administering Agencies (RAA) across the state.

The Assistant Director leads the daily administration of the Section 8 Housing Choice Voucher Program (HCVP). He/she manages the operations and administration of the HCVP, all of its sub-programs and work flow including: oversight of program and regulatory compliance and performance management and the maximum utilization of the voucher portfolio. The Assistant Director provides guidance to the RAAs ensuring a collaborative relationship with DHCD and the effective administration of the program on the ground level. In coordination with Director and other Bureau staff, the Assistant Director develops policies and procedures and assists in program design for new and continued initiatives implemented under DHCD's Moving to Work (MTW) authority, through the U.S. Department of Housing and Urban Development (HUD). The Assistant Director works closely with the BRA Finance Manager to ensure the program is cost-effective and that current and relevant information is reported up to the Director and other Senior staff. This position also monitors updates to federal laws or rules in order to analyze and report on the prospective impacts on DHCD's program and/or tenants and makes recommendations for changes.

The ideal candidate has three to five years' experience administering the Housing Choice Voucher Program (Section 8), a Public Housing or Section 8 Management Certification and at least two

years of supervisory experience. It is strongly preferred that the candidate have experience with Section 8 Moving to Work program, and a working knowledge of HUD regulations, especially Section 8 Voucher programs.

Strong proficiency using Microsoft (MS) Word, Excel, Access and PowerPoint is preferred. Ideal candidate has excellent analytical, organizational, problem solving and negotiation skills with the ability to adjust to changing priorities and meet required deadlines.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Leads, directs and troubleshoots the daily operations of the federal rental assistance programs of HCVP, Veteran's Assistance Supported Housing (VASH), 811 Project Rental Assistance (PRA) Program including oversight of all work functions of reporting staff and 9 Regional Administering Agencies.
2. Oversees procurements and contracting processes for HCVP Regional Administering Agencies and DHCD Information Technology vendors.
3. Works closely with the Director and BRA staff in the development and implementation of current, new or modified programs and activities to ensure that outcomes are consistent with DHCD's mission, in compliance with statutory and regulatory requirements, cost-effective and measurable.
4. In coordination with Fiscal Manager, develops and disseminates regular operating reports detailing leasing and utilization, as well as, funding reports with annual projections. Assists in analyzing the budget and program impacts of major funding changes and responding to State, HUD and other audits, as necessary.
5. Directs DHCD's quality control, performance monitoring and contract management, including overseeing all file reviews and corrective action plans and other management oversight, as necessary.
6. Responsible for overseeing DHCD HCVP Administrative Plan updates and developing and disseminating other policy memos and guidance amongst Regional Administering Agencies.
7. Supervises reporting staff including: distributing or adjusting staff workload, providing technical assistance and training to improve staff performance, identifying and facilitating professional development activities and conducting regular performance reviews and remedial development plans, when necessary.
8. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. 3-5 years of experience in Housing Choice Voucher Program (Section 8) administration.

2. Experience with Section 8 Moving to Work program is strongly preferred.
3. Public Housing or Section 8 Management Certification.
4. At least 2 years of supervisory experience.
5. Working knowledge of HUD regulations, especially Section 8 Voucher programs.
6. Strong analytical, problem solving, negotiation and organizational skills.
7. Strong proficiency using Microsoft Word, Excel, Access and PowerPoint.
8. Experience with HUD online systems including Public and Indian Housing Information Center (PIC), Enterprise Income Verification System (EIV) and Section 8 systems (Tracker Systems, Yardi, Happy Software, etc.).

MISSION STATEMENT

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

Please attach a resume when applying for this position.

QUALIFICATIONS

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days (09/25/17)

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time or equivalent part-time, professional experience in the government program management, administration and/or development of real estate, property and/or public housing.

Substitutions:

I. An Associate's degree with a major in real estate, public administration, business administration or business management may be substituted for a maximum of one (1) year of the required experience.*

II. A Bachelor's degree with a major in real estate, public administration or business management may be substituted for a maximum of two (2) years of the required experience.

III. A Master's degree or higher with a major in public administration, business administration or business management may be substituted for a maximum of three (3) years of the required experience.

* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Ms. Nancy DePaul - 617-573-1100

HOW TO APPLY

Create profile and apply online at

<https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=170005DO>