

EMPLOYMENT OPPORTUNITY
Akron Metropolitan Housing Authority, 100 West Cedar Street, Akron, Ohio 44307

January 26, 2016

Job Title: Housing Choice Voucher Program Manager
Reports to: Deputy Director Operations
Department: Housing Choice Voucher Program
FLSA Status: Exempt
Rate: Minimum \$50,968 (Grade 500)

General Purpose:

The primary purpose of this position is to oversee the Housing Choice Voucher Program (HCVP) for the Akron Metropolitan Housing Authority ("AMHA" or "Agency"), ensuring the program's compliance with all applicable regulations. This position is responsible for creating systems, reports, forms and other controls that will ensure accurate and timely reporting in compliance with the U.S. Department of Housing and Urban Development (HUD) and the Section 8 Management Assessment Program (SEMAP) regulations. Incumbent manages subordinate supervisors and staff. All activities must support AMHA's mission, strategic goals and objectives.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Supervises the activities of HCVP staff members, including the HQS Supervisor, Contract & Leasing Supervisor, Continued Assistance Supervisor, Account Specialist, Staff Accountant and Compliance Coordinator; ensures that department and Agency objectives are met through the coordinated efforts of department personnel; ensures that work is prioritized and appropriately assigned; sets clear expectations and goals, provides timely feedback, and completes coaching sessions on a timely basis; provides appropriate training to staff members, and assures that staff has appropriate tools and resources to achieve their objectives; ensures that staff work activities and management actions are in compliance with applicable union contracts; ensures that subordinate employees are trained in and follow appropriate safe work practices at all times; manages communication channels between subordinate staff and other departments within the Agency.
- Oversees MTCS (Multifamily Tenant Characteristics System) reporting, ensuring that all data is correct and accurately reported; analyzes all errors and makes corrections, ensuring that reports meet SEMAP and HUD guidelines; works with HUD representatives and Agency personnel to determine corrections to reported data, process improvements, and opportunities for training in order to reduce error rates.
- Ensures that Agency will meet SEMAP compliance requirements by developing and instituting appropriate and effective self-assessment tools and processes; develops custom forms and reports enabling supervisors to measure SEMAP indicators for compliance; ensures that divisions utilize self-assessment processes, analyzes self-assessment data, and ensures that deficiencies are corrected.
- Oversees and manages HCVP financial transactions, ensuring accuracy and compliance with HUD regulations; accurately oversees all manual adjustments and ensures that checks are issued on time for the correct amounts.
- Ensures Agency compliance with SEMAP Indicator 3 Payment Standard; checks for new payment standards as issued by HUD, and ensures that new payment standards are being utilized; ensures Agency compliance with SEMAP Indicator 4 Utility Allowance Schedule; reviews increase/decrease and ensures that new utility allowance schedule is utilized.
- Oversees and manages Project-Based Vouchers, ensuring accuracy and compliance with HUD regulations; oversees all monitoring and auditing of program components. Completes and awards RFP's as necessary. (5%)
- Ensures that HCVP utilization is maintained at 100% annually; monitors and tracks the number of units under contract, and issues vouchers as necessary. (5%)
- Ensures compliance with HUD's Enterprise Income Verification (EIV) system.
- Maintains contact and good communication with landlords, including developing quarterly newsletter and conducting landlord forums.

Miscellaneous

- Devotes appropriate attention to AMHA Action Plan objectives as assigned, ensuring that such goals are met or exceeded.
- Maintains a record of acceptable attendance and punctuality.
- Other duties as assigned.

Minimum Qualifications

Extensive knowledge of all rules and regulations related to the U.S. Department of Housing and Urban Development's Housing Choice Voucher Program; understanding of AMHA's strategic goals and structure; knowledge of landlord-tenant laws; knowledge of Summit County housing market; knowledge of accounting and fiscal management; ability to create and manage a budget; skills in multi-tasking, prioritization and problem resolution; familiarity with Authority employment policies and union agreements; extensive supervisory abilities.

Bachelor's degree and a minimum of three (3) years experience working in a supervisory capacity in a Housing Choice Voucher Program or related area; or an equivalent combination of education and experience. Certification in Rent Calculations is required.

"This is a Section 3 Covered Position and we encourage HUD recipients to apply"

To Apply

Internal applicants respond by completing an internal form (AMHA-364) to the Human Resources Department by 4:30 p.m., February 1, 2016. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word, or Microsoft Works format to personnel@akronhousing.org; or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m. AMHA job line (330) 252-9262