

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Housing Department Head
CLASSIFICATION:
REPORTS TO: Executive Director

TYPE OF WORK:

Manage and direct all housing programs including but not limited to: Section 8, Housing Trust Funds, CDBG Housing programs, Federal Home Loan, IFA housing programs and Apartment Management. Plan, coordinate, implement, evaluate and apply for housing programs when necessary. Report to the Executive Director; and related housing boards. Lead and dispense related work duties as required specific to community development, housing, Jumpstart initiatives, and other housing projects as assigned.

DUTIES:

- Coordinates work assignments and responsibilities and supervises the activities of the housing personnel and program area.
- Manage and implements programs assigned by the Executive Director.
- Interacts with staff, establishes priorities, and assists staff in developing work plans for tasks to meet the needs of the Commission, and the requirements of the Department of Housing and Urban Development (HUD), Iowa Finance Authority, Federal Home Loan Bank, and Iowa Economic Development Authority and more.
- Writes grant applications, proposals, and articles for various projects and administers and is accountable for grants and projects, once approved.
- Monitors grant programs to ensure program compliance.
- Establishes and maintains program records and post-evaluations.
- Researches federal and state mandates, funding opportunities, and other technical assistance as needed and as requested by member governments.
- Attends meetings and serves on behalf of the Executive Director (due to absence) as requested.
- Attends training sessions to improve effectiveness as Housing Department Head.
- Submit all reports required by the HUD, IFA, TBRA, CDBG, FHLB, and IEDA in a timely manner.
- Update and maintain general and individual participant's information files for the Section 8 Programs, Housing trust fund and CDBG homeowners.
- Verify client program eligibility, Process tenant files in a timely manner; Prepare and execute lease and contract documents.
- Inspect rental units to make sure they are maintained at Housing Quality Standard levels -- initial, annual and special.
- Complete Quality Control and Section Eight Management Assessment Program.
- Provide monthly financial information to fee accountant and monitory RHA budget to ensure a minimum 95% leasing rate.
- Act as mediator between landlords and tenants for lease violations, lease and contract interpretations.
- Assists auditors, both independent and agency-associated.
- Manage and monitor budgets.
- Refer clients to the necessary organization to prevent eviction.
- Be able to assess and evaluate property for purchase or rent.
- Monitor public facilities grant process and contracts to assure recipients are complying with state and federal requirements including environmental, procurement, civil rights, Davis Bacon and other requirements.
- Prepare work write-ups, bid estimates, bid advertisements, review bids, conduct inspections of work in progress, process requests for payment and complete project close-out including mortgage filing, disposition of funds, warranties, lien waivers, owner satisfaction and final payment.
- Oversee the management apartment complexes and make necessary decisions to rent and maintain the apartments.

- Provide information to local officials regarding public facilities and housing improvement planning. Take lead in identifying community housing and public facilities needs and writing grants to meet those needs.
- Interpret and implement Federal Register Notices regarding the correct HUD, IFA, FHLB, and CDBG Program requirements.
- Assist in training new staff.
- Other duties as requested by the Executive Director.

QUALIFICATIONS:

- BA Degree or an Associate's degree or an equivalent combination of which the education and experience are interchangeable at the rate of two years of education to one-year experience. Experience in a related housing program, governmental administration, human resources management, supervision of employees, public administration understanding, and purchasing is preferred.
- Ability to demonstrate good interpersonal, active listening, and customer service skills.
- Possess and utilize written skills with demonstrated grammar and professionalism in business correspondence and reports to file.
- Ability to organize work, determine priorities and meet deadlines.
- Ability to work harmoniously with co-employees including managers and interact with the general public in a tactful and courteous manner.
- Ability to professionally present information and respond in one-on-one or group settings.
- Ability to maintain a valid driver's license.

Requires extensive knowledge of computer operations and program specific software, including technical knowledge of operating system, word processing, electronic spreadsheets, Excel, databases, and other software applications as necessary.

Work Environment:

The Housing Department Head operates in a professional office environment with a moderate noise level. This position requires assignments outside and at client locations that may include exposure to very hot or cold temperatures and unsanitary, infested and unsafe conditions. In the course of working with the public, this position may encounter aggressive or violent behavior on a limited basis.

Physical Demands:

This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, calculators, filing cabinets and fax machines is required. While performing the duties of this job, the employee is regularly required to talk and hear, and occasionally operate a motor vehicle. The employee is routinely required to stand, sit, kneel, bend, stoop, climb, crouch, use hands to finger, spend time making repetitive motions, handle or feel, reach with arms and hands, and lift up to 10 pounds. Requires close visual acuity to complete general inspections of rental units.

Travel:

This position requires travel to client locations, agency offices and meetings. Moderate overnight travel is required.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, Requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of Responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job; the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not

constitute neither a contract of employment nor later my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Immediate Supervisor

Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.