



1126 Albany St. ● Brunswick, GA 31520

[www.brunswickpha.org](http://www.brunswickpha.org) ● (912) 265-1334 Phone ● (912) 265-1280 Fax

<b>JOB DESCRIPTION:</b>	<b>DIRECTOR OF HOUSING</b>		
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>REPORTS TO:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>EMPLOYMENT STATUS:</b>	<b>FULL-TIME</b>	<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>DATE CREATED:</b>	<b>8/29/22</b>		

## POSITION SUMMARY

Responsible for overall operation of the Agency’s Section 8 Housing Choice Voucher (HCV), Public Housing (PH) and Low Income Housing Tax Credit (LIHTC) and locally owned program. Performs a variety of complex and diverse managerial, supervisory, and administrative duties to ensure the effective and efficient leasing of properties and program implementation. Develops and revises policies, procedures, and plans to ensure and maintain program compliance with HUD’s changing regulations and guidelines and makes administrative and management decisions concerning overall operations of applicable plans. Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Public Housing Assessment System (PHAS), Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems. The duties listed below illustrate the various types of work that may be 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.

## PRIMARY RESPONSIBILITIES

- Oversees management of the Agency’s Public Housing properties and ensures properties are fiscally sound and managed effectively and efficiently. Ensures departmental activities are in compliance with applicable federal, state and local laws and meet the performance requirements of HUD’s Public Housing Assessment System (PHAS) and Agency policies, procedures, and quality standards.
- Oversees and supervises the approved Housing Choice Voucher/Section 8 Administrative Plan to ensure compliance with HUD federal regulations and the highest possible ratings under HUD’s Section 8 Management Assessment Program (SEMAP).
- Oversees and coordinates the Family Self-Sufficiency Program by negotiating and securing agreements with social service providers. Oversees and/or coordinates referral of a broad range of services including: a) job counseling, training and placement assistance, b) health care assistance, c) educational assistance, d) legal assistance, e) life skills support training and f) family crisis intervention. Approves FSS procedures and assists FSS staff when needed.



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- Regularly reviews HUD and Agency rules and procedures to ensure accuracy of audits/reviews to ensure that Agency quality standards become visible, repeatable, and measurable.
- Responsible for strategic planning, developing, implementing, and administering overall goals and responsibilities by actively leading, managing, and developing a culture of continuous improvement to ensure revenue and performance are consistent with agreed targets.
- Assists in the preparation and coordination of the Agency's Housing Programs annual budget and monitors expenditures throughout the year.
- Collects, reviews, and evaluates monthly, quarterly, and annual site information reports, such as demographic data, turnover data, etc. Projects turnover on a continuing basis to ensure a sufficient stream of participants is in process to fully utilize available funding and maximize program administration fees.
- Directs and provides guidance to Site Managers and HCV Specialists in the development and implementation of policies to ensure all procedures are in compliance with HUD guidelines and local housing regulations, and that interviews, eligibility processes, maintenance of waiting lists for appropriate bedroom size, inspections, reexaminations, preparation of contracts, etc., are in accordance with the Agency's rules, policies, and procedures, and are completed in a timely and professional manner.
- Monitors selection of residents to ensure compliance with federal requirements concerning management of the waiting list, selection preferences, income mixing and targeting, and other requirements.
- Provides guidance and develops policy on 504 issues. Reviews HUD 50058 forms and resident files for quality control.
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- Works with Agency staff, residents/participants, and the general public to ensure compliance and responds to inquiries regarding fraud and abuse. Monitors monthly rent collection and fraud recovery processes with collections personnel and/or Site Managers to ensure appropriate follow up and resolution. Coordinates, as necessary, with Agency to pursue legal remedies to rent and fee collections and issues of fraud. Participates in hearings and appeals as needed.



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- Visits sites regularly to evaluate, provide technical assistance, and ensure smooth functioning of site management offices.
- Supervises staff, providing ongoing assistance to support a positive and productive working environment. Approves and oversees the selection, employment, training, direction, supervision, utilization, discipline, and termination of department employees and makes recommendations for other personnel-related activities. Sets standards, frameworks, performance indicators and protocols, identifying necessary responses to overcome performance issues and take appropriate action where required.
- Meets with appropriate staff to identify and address issues contributing to any errors that affect the department's overall performance, and to discuss ways to rectify those issues to ensure long-term success of the Agency. Makes appropriate revisions to internal, residential/tenant, and financial processing procedures as appropriate and necessary.
- Assist landlords/owners and tenants in resolving controversies, and make recommendations to the Executive Director.
- Coordinates with Site Managers to ensure progressive, coordinated safety, crime prevention, and fear-reduction strategies and services are effectively implemented to guard against theft, vandalism, violence, or other threats against Agency employees and/or residents.
- Responsible for ensuring that correct procurement and requisitions for services, materials, and supplies are coordinated with procurement staff in accordance with Agency procedures. Monitors all received shipments are correct, allocated to the proper site, and that staff reviews packing slips to verify quantity and quality of items prior to approval of payment.
- Handles documents on a variety of general personal and technical topics of a highly confidential nature and maintains the confidentiality of all documents and information received by or in the possession of the employee.
- Assists staff and/or participates in informal hearings for applicants who have been denied housing assistance who are contesting actions which are alleged to adversely affect rates and/or agreements and renders decisions based on HUD and Agency rules, procedures, and guidelines.



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- Reviews informal hearing decisions to verify appropriateness, effects on applicants, and degree of employee participation in and awareness of quality standards in all Agency processes.
- Plans and conducts in-depth reviews of departmental records and files. The process includes ensuring appropriate forms are signed and dated, calculations are correct, required documentation is current, and all assets and liabilities accounted for.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, or participating in professional organizations as appropriate.
- Participates in community activities and functions relevant to Agency objectives and participates in appropriate community service organization(s) activities.
- Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

## QUALIFICATIONS

- An associate or a bachelor's degree in Business, Public Administration, or a closely related field from an accredited college or university.
- Five (5) years of relevant, progressively responsible administrative, supervisory, managerial or closely related duties involving administrative and/or operational duties with a federally assisted or public housing Agency/property management company, or closely related responsibilities in other similar fields or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- ◆ Public Housing Manager       Occupancy Specialist
- ◆ Rent Calculation               Enterprise Income Verification System (EIV)
- ◆ Fair Housing                     Uniform Physical Condition Standards (UPCS)
- ◆ Supervisory Maintenance



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## KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency.
- Thorough knowledge of the principles, techniques and practices of subsidized housing management including organization, management, maintenance, and operation of subsidized units and Section 8 Housing Choice Voucher program; federal, state, and local housing regulations and operating requirements; and the ability to apply that knowledge to perform the essential functions of the position.
- Thorough knowledge of Housing Choice Voucher eligibility and rent calculation requirements, as required by HUD and Housing Quality Standard (HQS) Inspection Program
- Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to public housing authorities.
- Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, goal setting, and performance evaluation.
- Good knowledge of procurement regulations.
- Requires strong interpersonal, oral, and written communication skills; the ability to effectively communicate and interact with individuals of varying social, cultural, economic, professional, and educational backgrounds including the ability to act with tact, good judgment, and discretion; and to maintain the confidentiality of matters as appropriate.
- General knowledge of the modern principles, practices, and techniques of maintenance and other functional areas within the Agency.
- Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry.
- Must be able to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
- Ability to accurately and completely document in writing appropriate events and activities.
- Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.





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- Ability to read and comprehend moderately complex material.
- Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
- Ability to operate appropriate Agency computer equipment and software packages.

## SUPERVISORY CONTROLS

The Director of Housing receives instructions from the Executive Director regarding Agency goals, priorities, and special assignments. The employee routinely works without the direction of the supervisor and is free to develop methods, deadlines, and/or objectives. When instructions are received, they are usually specific and detailed because they apply to unusual and rarely occurring situations. Normally the employee makes independent decisions pertaining to situations not covered by specific guidelines, but the supervisor is consulted in serious or unusual circumstances. The work of the Director of Housing is reviewed for achievement of goals as appropriate to the circumstances and compliance with procedures. The employee provides guidance to subordinates, developing activities, setting priorities, establishing timelines, and modifying or making changes in the course of achieving global and priorities. The employee monitors the work of subordinates for accuracy, completeness, conformity to policy, and achievement of goals or objectives.

## PHYSICAL REQUIREMENTS

- Work is principally sedentary but may involve some physical exertion during on-site visits with residents or staff members, inspections of Agency developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities.
- Must be able to sit or stand for up to eight (8) hours at a time while performing essential work duties.
- Must be able to bend, stoop, climb, push, and pull in the performance of essential job duties.
- Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
- Must have vision and hearing corrected to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must maintain a professional appearance and portray a positive image for the Agency.
- Must be able to maintain punctuality and attendance as scheduled.



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- An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

## WORK ENVIRONMENT

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.

The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Brunswick Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

### Read and Acknowledged

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DIRECTOR/MANAGER SIGNATURE**

\_\_\_\_\_  
**DATE**