



## **RECRUITMENT ANNOUNCEMENT DIRECTOR OF HOUSING**

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is seeking qualified applicants for the position of **Director of Housing**. Under general direction of the Executive Director this position is responsible for overseeing the management of the agency's Public Housing and Housing Choice Voucher programs.

### **Essential Functions**

- Ensures that departmental activities comply with applicable federal, state, and local laws and regulations and meet the performance requirements of HUD's Public Housing Assessment System (PHAS) and agency policies, procedures, and quality standards.
- Oversees the management of the agency's Public Housing properties and ensures that properties are fiscally sound and managed in an effective and efficient manner.
- Oversees the management of the Family Self-Sufficiency (FSS) program.
- Oversees and supervises the approved Housing Choice Voucher program's administrative plan to ensure compliance with HUD regulations in order to achieve the highest possible ratings under the Section 8 Management Assessment Program (SEMAP).
- Reviews HUD and agency rules and procedures to ensure accuracy of audits/reviews to ensure that agency quality standards are visible, repeatable, and measurable.
- Assists in the preparation and coordination of the agency's housing programs annual budget; monitors expenditures throughout the year.
- Collects, reviews, and evaluates monthly, quarterly, and annual site information reports; projects turn over on a continuing basis to ensure a sufficient stream of participants is in process to fully utilize available funding and maximized program administration fees.
- Monitors the selection of residents to ensure compliance with federal requirements.
- Responds to inquiries and complaints related to fraud and abuse; monitors monthly rent collection and fraud recovery processes; coordinates and oversees legal remedies related to rent and fee collection as well as issues related to fraud; participates in hearings and appeals as necessary.
- Visits sites on a regular basis to evaluate, provide technical assistance, and ensure the efficient operation of site management offices.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel; sets standards, frameworks, performance indicators, and protocols; identifies appropriate response to overcome performance issues.
- Monitors and reviews department policies and procedures to identify weaknesses and institute improvements.
- Assists landlords/owners and tenants in resolving conflicts; makes related recommendations to the Executive Director.
- Coordinates with staff and local law enforcement agency to ensure that progressive and coordinated safety, crime prevention, and fear reduction strategies and services are effectively implemented.
- Directs and monitors department procurement procedures for services, materials, and supplies; monitors received shipments for accuracy and allocation to property site.

- Participates in formal hearings for applicants who have been denied housing assistance or lodging other complaints; renders decisions based on HUD and agency rules, procedures, and guidelines.

**Minimum Requirements**

Bachelor's degree in Business Administration, Public Administration, Human Services or closely related field supplemented by seven (7) years of experience in affordable housing operations, property management, housing development or closely related field including three (3) years in a supervisory and management capacity. Successful candidate must possess or have the ability to readily obtain Public Housing Manager, Occupancy Specialist, Enterprise Income Verification (EIV) System, Uniform Physical Conditions Standards (UPCS), Rent Calculation, Fair Housing, and Supervisory Maintenance certifications.

**Compensation and Benefits**

BHA offers an exceptional compensation and benefits package. The minimum salary for this position is \$91,685. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package.

**How To Apply**

Interested applicants should submit a compelling cover letter, résumé list of three (3) professional references (including names, phone numbers, email addresses), and a salary history to Orah Reed, Director of Human Resources at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org) by 5:00 pm EDT on Friday, October 10, 2025.