

Employment Opportunity Posting

Management Co.: Housing Authority of the City of Pittsburgh

Position Available: Director of HCV / Section 8

Available:

Location:

Job Description: The primary purpose of this position is to direct and administer the Housing Choice Voucher Program for the Housing Authority of the City of Pittsburgh. The incumbent will be responsible for interpreting federal, state, and local regulations regarding the implementation of programs, and make policy recommendations to ensure departmental compliance. All activities must support the Housing Authority of the City of Pittsburgh (“HACP” or “Authority”) mission, strategic goals and objectives.

Essential Duties: The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed. Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, and training, acting on employee problems, and recommending and implementing discipline.

- ♣ Reviews government regulations and establishes management policies and procedures to ensure compliance.
- ♣ Prepares departmental budget.
- ♣ Responsible for preparation of reports and documents related to programs.
- ♣ Participates in long-range planning in area of responsibility.
- ♣ Oversees contracts with private landlords and resolves problems.
- ♣ Oversees Mod-Rehab Program and serves as contract administrator for HUD.
- ♣ Conducts surveys and analysis necessary to ensure effective and efficient operation programs.
- ♣ Ensures that HUD regulations, Fair Housing and Equal Opportunity laws, and HACP policies and procedures are followed.
- ♣ Represents HACP at meetings with external partners and special interest groups.
- ♣ Provides educational presentations to facilitate interagency understanding and promote the Authority’s programs.
- ♣ Establishes and maintains a strong and collaborative relationship with other

HACP departments and with management of public and private agencies that support Authority clientele.

♣ Performs other duties as assigned.

Qualifications:

Bachelor's Degree in Business Administration, Public Administration, or related field from an accredited college or university supplemented by 10 years' experience in a position related to HCVP / Section 8 management. Must possess a valid Pennsylvania driver's license and be insurable under the Authority's plan. Must meet City of Pittsburgh residency within 90 days from employment.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

Compensation:

76000 - 97000

Benefits:

Apply:

Interested applicants can submit an application online at <http://www.hacp.org/careers>