



Job Opening

Position Title: **Director of Housing**
Department: Housing
Reports To: Executive Director
Supervises: HCV Program Manager, Resident Service Coordinator,
Property Manager, Director of Facilities
FLSA Status: Exempt

POSITION SUMMARY:

Bath Housing is seeking a senior level housing professional to join its team. The Director of Housing will be responsible for oversight and management of all housing programs, manage a staff of four, and report to the Executive Director. Housing programs include 166 owned and managed units financed through Public Housing, HUD Project Based Section 8, MaineHousing, and conventional sources as well as the housing choice voucher program with 134 vouchers.

The organization has an ambitious strategic plan that prioritizes customer service, innovative programs and services, new real estate development, and organizational capacity. The Director of Housing is a key member of the senior leadership team, providing both strategic and operational guidance and hands-on implementation.

TO APPLY: Send cover letter and resume to dkeller@bathhousing.org by November 4, 2016. See bathhousing.org for full job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Managing Staff

- Direct the recruitment, interviewing, and hiring of program team (currently four members).
- Supervise, evaluate, and coach team members.
- Conduct and/or arrange regular training for staff related to applicable policies and procedures and other relevant topics.
- Develop and implement workflow processes in the areas of HCV Program, Property Management, Facilities Management, and Resident Services.

Managing Programmatic Functions

- Develop, implement, and periodically review relevant policies and procedures that respect tenants, meet applicable local, state and federal laws, and adhere

to appropriate federal regulations as applicable. This includes, but is not limited to, HCV Administrative Plan, Admissions and Continued Occupancy Plan, BHDC Occupancy Plan, RSC Policies and Procedures, Maintenance Manual, etc.

- Ensure that all Agency assets are managed in an efficient and cost-effective manner that aligns with best practices in terms of customer service, environmentally friendly management, and resident services.
- Ensure all standards relating to programs are maintained in accordance with the law, Agency policies, local codes, and HUD requirements.
- Ensure that all local, MaineHousing, and HUD reporting requirements are completed and submitted in a timely accurate manner.
- Investigate and address violations of program regulations and program fraud.
- Respond to tenant and landlord grievances.
- Respond to after-hours emergency situations as required.
- Stay current on HUD rules and regulations as they relate to the Bath Housing and generally serve as liaison to HUD as needed.

Financial Performance and Program Monitoring

- Monitor and analyze program performance and financial performance against strategic performance goals; prepare appropriate reports for staff, board, and owners.
- Work with Director of Finance and Executive Director on annual budgeting process.
- Oversee program-related procurement efforts and key contracts per Bath Housing's procurement policies.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other related tasks as required.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following requirements and skills are considered essential:

- A minimum of five years in a management/supervisory capacity, preferably in property management or a related field.
- Experience in and knowledge of affordable housing, HUD rules and regulations, and/or relevant Federal and State Regulations.
- Good problem-solving and analytical skills.
- Good judgment and strong operational focus.
- Excellent interpersonal skills, listening skills, written and verbal communication skills.
- Good networking skills; ability to interact effectively with a variety of people and organizations.

Education/Skill Requirements: The following education requirements are considered essential:

- Bachelor's Degree in Business Administration, Public Administration, Economics or a related field.
- Experience with personal computers required; experience in a Windows environment, working knowledge of Microsoft Office products; ability to learn new systems quickly.
- Must have a valid driver's license.

COMPENSATION AND BENEFITS*

- The salary range is \$47, 600 to \$71,400, depending on experience.
 - Health, Dental and Vision: Bath Housing pays 80% individual premium and 50% dependent care cost and also funds 50% of an HRA account to off-set the high deductible. Employees that opt out receive an opt-out payment.
 - Flexible Spending Accounts
 - Basic Life Insurance
 - Earned Benefit Time: 20 days in year 1;
 - Retirement: 3.5% contribution after 30 days
 - Holidays: 12 holidays
 - Cell Phone: Company provided smart phone or stipend
- *Subject to annual board approval

GENERAL EXPECTATIONS:

1. Ability to read and understand rules and regulations set forth by HUD, MSHA and the other regulators.
2. Ability to assess and analyze procedures and recommend efficiencies or improvements.
3. Ability to communicate clearly and concisely and in a positive and productive manner, both verbally and in writing, with all levels of the Agency staff, landlords, community partners, tenants, etc.
4. Ability to establish and maintain effective working relationships with subordinates, residents, and all Bath Housing personnel.
5. Ability to effectively delegate work.
6. Ability to ensure a safe, respectful and inclusive work environment and promote, support and facilitate teamwork and harmony among staff.
7. Ability to model and promote a culture of strong customer service.
8. Must be able to respond to emergencies and work flexible hours when necessary.
9. Ability to maintain confidentiality in all assignments
10. Ability to respond to all situations in a calm controlled manner.