

“FLINT HOUSING COMMISSION OPEN POSITION”

(Open to the Public)

TITLE: HCV PROGRAM MANAGER
REPORTS TO: EXECUTIVE DIRECTOR
SUPERVISES: HOUSING CHOICE VOUCHER STAFF

JOB SUMMARY:

The Flint Housing Commission is seeking a full-time HCV Program Manager to work under the direction of the Executive Director. The duties of the HCV Program Manager include managing and coordinating the daily operations of the Housing Choice Voucher Program. This position is required to follow and maintain knowledge of federal, state, local and HUD regulations, in addition to the policies and procedures of the Flint Housing Commission.

RESPONSIBILITIES:

- Collects incoming applications; determines eligibility, verifies income; and selects applicants for the HCV Housing program. Ensures all phases of process are in accordance with established Administrative Plan and HUD regulations.
- Maintains current knowledge of federal, state, local and HUD regulations for quality standards and building codes.
- Responsible for modifying the HCV Administrative Plan to ensure updated regulations are incorporated.
- In cooperation with the Finance Department, coordinates cash flow requirements, annual budget, annual contributions contract and other financial and budgeting concerns associated with the HCV Programs.
- Ensures accuracy in the implantation of the HCV Program onto the Commission’s computer system. Areas of major priority are: Waiting list, Housing Assistance payments register, Residents register, etc.
- Manages and coordinates training programs for HCV staff relative to Federal regulatory provisions, governing operations, the Administrative Plan, Housing

Quality Standards, etc. Must ensure staff is well trained and able to perform duties effectively.

- Conducts performance reviews of the HCV staff.
- Tracks units receiving payments versus units allocated to the HCV program. This must be closely monitored to prevent actual units in the program from exceeding the number of units allocated.
- Organizes the orientation program for landlords and residents. Must implement a comprehensive orientation program to ensure landlords and certificates/voucher holders are fully aware of their responsibilities and duties under the program.
- Coordinate the timely submission of HCV Housing Program reports and data (VMS, utilization, EIV, housing software, financial, and PIC reports) to the Executive Director, Board of Commissioners and/or HUD.
- Oversees staff performance in accordance to departmental objectives and the Section Eight Management Assessment Program (SEMAP).
- Assess and discuss activities of HCV staff to ensure accuracy and compliance with HUD regulations on regular basis. Must ensure consistency in application of Administrative Plan and associated policies.
- Maintains records and reports on applicants, certificate/voucher holders, landlords, etc. pursuant to Federal regulatory requirements.
- Retrieves and disseminates information relative to the HCV Programs to interested parties, and prepare any release for the local media/advertising as per Federal Regulations.
- Reviews problem cases, grievances, and complaints and determine course of action in conjunction the Executive Director.
- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration or related field; or five years of a combination of training and experience in progressively administrative positions may be deemed equivalent in providing the required knowledge, skills and abilities.

- Public Housing Certifications (PHM) with six months.
- Two (2) years full-time experience working with HCV programs, subsidized rental, property management, or social work.
- Demonstrated ability to work with a diverse, low-income population; and communicate effectively with a variety of clients, landlords, staff, and visitors in a variety of situations. Must be able to plan, organize and make sound judgments and decisions; perform basic mathematical operations with accuracy; and operate a variety of standard office machines and equipment.

TO APPLY:

Please submit résumé and cover letter to:

**Attn: Human Resources
Flint Housing Commission
3820 Richfield Rd., Flint, MI 48506
or
humanresources@flinthc.org**

The Flint Housing Commission is a Section 3 Employer, and any residents residing within any public/low-income residential units are encouraged to apply.

Flint Housing Commission is an EEOC/Affirmative Action Employer.