

SAN FRANCISCO HOUSING AUTHORITY CLASSIFICATION DESCRIPTION

CLASSIFICATION	<u>DIRECTOR OF SECTION 8</u>	CLASS CODE	<u>003121</u>
DIVISION/DEPT	<u>SECTION 8</u>	EEO4 CODE	<u>1</u>
UNION-STATUS	<u>UNREPRESENTED</u>	FLSA	<u>Exempt</u>
APPROVED	<u>Director of Human Resources</u>	BENCHMARK DATE	<u>Rev. 9/2009</u>

POSITION SUMMARY

Under the general direction of the Executive Director, the Director of Section 8 is responsible for planning, directing, monitoring and evaluating the services and activities associated with the management of subsidized housing programs of the Section 8 department, including VASH (Veteran based program), DHAP (Disaster Housing Assistance Program), and other special programs which include Shelter Plus Care, HOPWA (Housing Opportunity for people with Aids), Moderate Rehabilitation, Housing Assistance Program (HAP), and may include additional project based programs. In addition, the classification serves as an internal consultant to executive and senior management staff and the Authority Commission on sensitive and/or complex subsidized housing issues.

The Director of Section 8 classification is a professional classification which provides general supervision to professional staff involved in the performance of the services and activities assigned to the Section 8 department.

JOB FUNCTIONS AND ESSENTIAL DUTIES – include but are not limited to the following:

Plans, directs, monitors the services and activities for all Section 8 operations to ensure compliance with Authority policy, rules and procedures, HUD regulations and program guidelines; coordinate activities with other Housing Authority departments, other agencies, organizations and the public.

Manage and participate in the development and implementation of Section 8 Department goals, objectives, policies, and priorities for each assigned service area; ensure that goals are achieved; establish, within Housing Authority policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; conduct organizational and operational studies; identify opportunities for improvement and review with the Executive Director; direct the implementation of changes.

Select, train, motivate, and evaluate Section 8 Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; plan and direct the department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; ensure compliance with applicable Federal, State, and local laws, codes, and regulations.



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JOB FUNCTIONS AND ESSENTIAL DUTIES – Continued:

Manage and participate in the development and administration of the Section 8 Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Represent the Section 8 Department to other Housing Authority departments, elected officials, and outside agencies; explain and interpret department programs, policies, and activities; negotiate and resolve sensitive and significant issues; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Oversee and participate in the preparation of required reports, including the Section 8 Management Assessment Program and related HUD reports.

Identify legislative and regulatory issues related to the delivery of Section 8 Programs; prepare analysis, responses, and recommendations for the Executive director.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public housing assistance; stay abreast of housing legislation and program regulations and policies at the Federal, State and local level; establish and maintain a customer service orientation within the department.

Establish positive working relationships with representatives of community-based organizations, other agencies, Housing Authority management and staff, and the public.

Provides direction to professional staff and consultants involved in the planning, evaluation and/or provision of subsidized housing related services and activities. Assigns work activities and projects. Evaluates work performance. Recommends and implements progressive disciplinary actions, as required.

Develops and recommends for approval the annual operating budget for the department. Implements the budget, as approved. Prepares forecasts for additional funds for staffing, consulting services, equipment, materials and supplies, as required. Serves as an internal consultant to executive staff and the Authority Commission regarding subsidized housing related matters. Makes presentations to the Commission and its committees regarding the agency's subsidized housing services and activities. On behalf of the Executive Director, responds to Commission requests for information regarding subsidized housing related matters.



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JOB FUNCTIONS AND ESSENTIAL DUTIES – Continued:

Serves as an internal consultant to senior management staff members regarding subsidized housing related matters. Provides technical assistance to the Finance and Legal divisions on matters related to the administration of subsidized housing programs.

Directs the performance of research and/or investigations and the preparation of responses to subsidized housing related inquiries, issues and/or problems. Directs the preparation of responses to subsidized housing related audit findings of internal and external auditors; and local, state and federal regulatory and funding agencies.

Prepares reports, memoranda, letters and other forms of documentation associated with the duties and responsibilities of the classification.

Conducts periodic departmental staff meetings. Attends senior staff and agency-wide meetings, and meetings of other operating divisions of the Authority, as required. Represents the Section 8 department at public meetings regarding subsidized housing related matters.

The statements above are intended to describe the general nature and level of work being performed. An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

SUPERVISION EXERCISED

The Director of Section 8 receives general direction and reports directly to the Executive Director. Exercises direct and indirect supervision over management, supervisory, professional, technical, and office support staff. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

KNOWLEDGE

The incumbent must possess a thorough, experience-based understanding of the principles and practices associated with the management of subsidized housing and programmatic areas of responsibility; federal, state and local laws, rules and regulations relating to the management of subsidized housing programs; the methods and techniques associated with public sector budget development and administration; legal procedures associated with the execution and administration of lease agreements for residential developments and the eviction and stipulated judgments processes.



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SKILLS

The incumbent must possess the ability to plan, direct, monitor and evaluate the services and activities associated with a variety of complex housing subsidy programs; supervise and evaluate the performance of departmental staff and consultants; recommend and administer the department's operating budget; forecast staffing, consulting services and equipment requirements; provide internal consultation services on subsidized housing related issues; conduct research and/or investigations regarding subsidized housing related inquiries, issues and/or problems; respond to subsidized housing related audit findings of internal and external auditors; and local, state and federal regulatory and funding agencies; and communicate effectively, both orally and in writing, and make effective public presentations.

EXPERIENCE, TRAINING, LICENSES AND CERTIFICATES

Any combination of training and experience that would likely provide the knowledge and skills required to effectively perform the duties and responsibilities associated with the position. A typical way to obtain these would be:

Education equivalent to the completion of a Bachelor's degree from an accredited college or university with major or minor course work in public or business administration, Urban Development, the social sciences or a related field; **AND**

Five (5) years of increasingly responsible experience in the management of subsidized housing programs, including two years of experience in a senior level management position.

Possession of, or ability to obtain, certification as a Public Housing Manager, issued by the National Center of Housing Management (NCHM), Institute of Real Estate Management (IREM), National Association of Housing Redevelopment Officials (NAHRO), or Nan McKay Public Housing Manager Certification.

Sensitivity to and experience working with ethnically and culturally diverse individuals, communities, agencies and organizations which comprise the constituency of the San Francisco Housing Authority.

Possession of a valid California driver's license and automobile insurability by the Authority's insurance carrier.

PHYSICAL DEMANDS

Typical office environment, and able to attend meetings, trainings and travel to Authority sites unaccompanied. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires prolonged sitting, standing, walking, reaching, kneeling, bending, and stooping in the performance of daily activities.



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PHYSICAL DEMANDS – CONTINUED:

Also required is grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, papers and documents weighing up to 25 pounds is also required.

WORKING ENVIRONMENT

The work environment characteristics described are high volume and fast paced. Employee must have the ability to work with a diverse population and in a standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

DISASTER SERVICE WORKER

All San Francisco Housing Authority employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with SFHA requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

