



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
DIRECTOR OF HOUSING
Classification Specification
(*Non-Classified*)

DEFINITION

Under administrative direction, plans and directs the activities of the City's Housing Department which include: administration of the Section 8 rental assistance program, fair housing and rent mediation and other related grant programs.

SUPERVISION RECEIVED

The Director of Housing reports directly to the City Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Director of Housing. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Directs City staff in the application and implementation of various federal and state grant programs, including: the Section 8 (rental assistance) Program, housing and commercial rehabilitation loan programs, and the administrative tasks related to the Rent Mediation Board.
2. Manages and supervises the Housing Department to achieve goals within available resources.
3. Plans and organizes workloads and staff assignments.
4. Trains, motivates and evaluates assigned staff.
5. Determines work procedures, prepares work schedules, and expedites workflow.
6. Issues written and oral instructions.
7. Provides leadership and direction in the development of short and long range plans.
8. Assures that assigned areas of responsibility are performed within budget; performs cost control activities, monitors expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
9. Gathers, interprets, and prepares data for studies, reports and recommendations.
10. Attends and participates in meetings and conferences with public agencies' public officials, citizens, and professional groups.
11. Expected to provide professional advice to City officials and make presentations to the

- City Council, civic groups and the general public when needed.
12. Coordinates department activities and ensures positive working relationships with agencies such as HUD (U.S. Department of Housing & Urban Development) and SEMAP (Section 8 Management Assessment Program).
 13. Initiates all responses to HUD inquiries and submits requested documentation in a timely manner.
 14. Maintains and prepares all internal audit files to present to HUD auditors at their request.
 15. Researches, coordinates, and prepares multi-year plans for the development of the Section 8 Program and presents those plans to the City Council for their approval.

DESIRED MINIMUM QUALIFICATIONS

Knowledge and Abilities

1. Knowledge of all applicable laws and regulations pertaining to Section 8, Fair Housing, and Rent Mediation.
2. Knowledge of the principles of management, supervision and training.
3. Knowledge of the operation of modern office equipment, practices and procedures.
3. Ability to gather and interpret data; maintain and prepare internal audit files and develop multi-year plans for the development of the Section 8 program to present to the City Council.
4. Ability to prepare and administer municipal budgets.
5. Ability to coordinate and maintain positive relationships with organizations such as HUD and SEMAP.
6. Ability to effectively review and evaluate employees' job performance.
7. Ability to supervise and motivate subordinate personnel.
8. Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.
9. Ability to communicate effectively, orally and in writing with employees, consultants, government agency representatives, City officials and the general public.

Education, Training and Experience

1. Bachelor's degree from an accredited university in Public Administration or a closely related field; and
2. Six (6) years of experience in the management of federal and state funded programs such as: Section 8, housing and/or commercial rehabilitation, fair housing and rent mediation; or
3. A combination of experience and education that clearly demonstrates the ability to perform the required duties of the position.

License

1. A valid California motor vehicle operator's license is required.

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. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop,

and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.