**POSITION TYPE:** Exempt (Revised 6/2016)

**GENERAL STATEMENT OF POSITION:** Coordinates and implements Public Housing Program in accordance with federal guidelines; does related work as required.

**DISTINGUISHING FEATURES OF THE POSITION:** The Public Housing Director implements the Public Housing Program. The employee also ensures that the procedures and operations involved in the implementation of the Housing Programs are carried out according to Federal regulations. The Public Housing Director reviews all completed forms for accuracy and completeness. Position is responsible for the oversight of other employees in the department. The work is performed under the supervision of the Fort Dodge Housing Agency Executive Director within established policies and procedures.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Preferably Housing Programs experience and/or graduation from a college or university of recognized standing with specialization in housing, sociology or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**EXAMPLES OF WORK:** **(Illustrative only)**

* Manages Public Housing properties in accordance with HUD and Fair Housing rules and regulations.
* Determine eligibility and screen for appropriate tenants, conducting background checks, landlord references and home visits.
* Explain the Public Housing program to applicants and show units to prospective tenants.
* Maintain the waiting lists.
* Select tenants to move into available Public Housing units – following the de-concentration and income targeting requirements from HUD.
* Coordinate the availability of vacant units as well as tenant charges with maintenance staff.
* Rent calculation, including sending all verifications and entering information into the computer.
* Lease signing. Prepare and explain all documents required before a tenant moves into a Public Housing unit.
* Conduct move-in and move-out inspections.
* Conduct annual re-certifications, including rent calculations and inspections.
* Conduct interim re-certfications, including rent calculations and “zero income” re-certifications.
* Track community service, according to the “Community Service/Self-Sufficiency” requirement.
* Calculate and track Earned Income Disallowance according to HUD regulations.
* Update the ACOP as regulations change and as the board requests. Also responsible for updating all other documents relating to the Public Housing lease and application.
* Once a year analyze the Flat Rents and Ceiling Rents for the board to evaluate.
* Collect rent from Public Housing tenants. Send “14 Day Notices To Cure” and file in court if necessary.
* Set up repayment plans when necessary.
* Enforce the lease requirements.
* Counsel tenants when dealing with conflicts.
* Terminate leases when necessary.
* Determine charges, if any, and create a Security Deposit Statement for tenants vacating a Public Housing unit.
* Oversee the Resident Advisory Board (RAB), and attend Tenant Association meetings.
* Develop and maintain emergency procedures for tenants.
* Market Public Housing units when necessary to maintain a healthy waiting list.
* Represent the Fort Dodge Housing Agency at meetings held in the community with other agencies.
* Oversee the Congregate Meal site in Deercreek.
* Update monthly and periodical reports for the board, HUD, and the congregate meals.
* Take bank deposits to the bank.
* Other duties that are assigned by the Executive Director

 **KNOWLEDGE, SKILLS, AND ABILITIES:**

* Good knowledge of the provisions of Federal Regulations pertaining to HUD.
* Good knowledge of the Fair Housing rules and regulations.
* Good knowledge of social and economic problems as related to housing needs of the aged and of the low income segment of the community
* Some knowledge of the principles of real estate
* Some knowledge of professional business practices and procedures
* Ability to establish and maintain effective working relationships with government officials and the general public.
* Ability to work under pressure and with interruptions; tact and courtesy

**POST EMPLOYMENT:**

* Attend training and receive certifications as required by the Executive Director or his/her designee. Training may include but will not be limited to:
	+ Certification as a Public Housing Manager by a HUD approved certifier may be required within 6 months of employment.
	+ Attend Iowa Landlord/Tenant Law training.
	+ Maintain current knowledge base of changes within area of assignment
* Use of personal vehicle, is required (Mileage Reimbursed).

**PROGRAM REQURIEMENTS:**

* Worker must sign a confidentiality waiver
* Worker may not have a criminal background of any kind
* Must be courteous and professional to all residents, staff and other consumers
* Worker must inform agency of any medical conditions which would limit or restrict the safe performance of job responsibilities i.e.: allergies, asthma, diabetic, back problems or other health related issues