

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Housing Director
Department:	Housing Department
Reports To:	Assistant County Administrator
FLSA Status:	Exempt, salary
Employment Status:	Full Time – 80 hours, biweekly
Pay Grade:	7

SUMMARY:

The Housing Director manages, plans, and administers all operations, finances, and staff of the Housing Department and the Campbell County Section 8 Programs; ensures compliance with all relevant governmental rules and regulations including the U.S. Department of Housing and Urban Development and federal, state and local legislation, ordinances and codes.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Plans, coordinates, supervises and evaluates the operations of the Housing Department and the efficient management of the Section 8 Program and administration of the Family Self-Sufficiency program;
- Establishes guidelines and policies and develops departmental goals and objectives to ensure suitable, safe, and sanitary rental housing for eligible families; Prepares and submits to HUD all data, statistics, and certifications as required and ensures compliance with all applicable HUD requirements;
- Recruits, supervises, evaluates, plans work objectives and/or corrective actions for employees assigned to the Housing Department; ensures completion of routine and ongoing Housing duties;
- Negotiates rent and provides final review of all leases and contracts;
- Conducts inspections of units when necessary and as required by HUD; regularly reviews Tenant Applicant List and assigns clients from list to department staff.
- Reviews client files for accuracy;
- Writes and updates agency policies as needed;
- Authorizes rent amounts paid on assisted units;
- Facilitates the efficient management of the HA and compliance with Federal Regulations by establishing policies for the efficient and effective management of the Section 8 programs and staff;
- Formulates and recommends the departmental budget and monitors all expenditures; and
- Assumes duties and responsibilities of direct reports and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of administrative practices and techniques used in the housing field;
- Knowledge of HUD rules and regulations and the ability to understand and interpret complex government regulations;
- Ability to interact tactfully and maintain effective working relationships with elected officials, peers, staff, and the public;
- Knowledge of practices, techniques, and methods necessary to plan, direct, and manage the operations of the Housing Department including those necessary to supervise, train, and manage department personnel functions;
- Demonstrated leaderships and decision making ability;
- Ability to collect, interpret, and draw valid conclusions from institutional data and to prepare statistical reports;

- Excellent communication and interpersonal skills (i.e., ability to respond to sensitive inquires or complaints from employees, regulatory agencies, or the general public);
- Ability to read, analyze, and interpret a variety of complex and technical information, instructions, policies, procedures, professional publications, government regulations, and legal documents;
- Ability to write reports, business correspondence, policy, and procedure manuals;

POSITIONS SUPERVISED: Housing Inspector, Housing Specialists (3), and Administrative Assistant - Housing.

EDUCATION, EXPERIENCE AND CERTIFICATION:

Bachelor’s Degree from an accredited college or university in public administration, business administration, social work, sociology, or other job related field, plus five years of progressively responsible experience in a housing or public sector related field and two years of supervisory experience; or any equivalent combination of education and experience. Housing Choice Voucher Executive Management Certification is required at the time of hire or promotion or within one year of service, and is a condition of continued employment as the Housing Director.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Driver’s license.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature Date

Supervisor Signature Date