



# KCHA Job Announcement

600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104

Please post to KCHA employees, residents and the general public.

## Housing Program Manager—Section 8

Open: 4/6/10

Close: 4/20/10

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently seeking an experienced Housing Program Manager. This is supervisory and managerial work overseeing the implementation of housing choice vouchers for Section 8 Department.

**RESPONSIBILITIES:** Under the supervision of the Associate Director of Housing Choice Voucher Programs, plan, organize, and evaluate the work of assigned unit, program and staff; develop, implement and monitor work plans to achieve objectives. Supervise, assign, train and evaluate staff; monitor performance and provide coaching for staff development; recommend disciplinary action to address performance deficiencies, recommend merit pay increases. Participate in developing, implementing and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives and work standards; serve on a variety of committees to affect operations. Manage the timelines of voucher distributions; review monthly tracking reports, number of vouchers to be issued, and names pulled off the list; determine intake dates, packet mailings and briefing dates. Assist with budget preparations. Negotiate and resolve disputes with clients and landlords; explain program requirements, operations and procedures to landlords, conduct and responds to request for administrative reviews and conduct tenant/landlord conferences on matters not resolved by staff. Conduct quality control reviews of staff records, documents and decisions; audit case files for accuracy and adherence to policies, procedures and regulations; identify program integrity issues and follows through to ensure referral and appropriate action; serve as a technical resource for staff. Conduct reviews of the denial of client eligibility for rental assistance programs; review data presented, evaluate applicable rules and regulations and proceed with dismissal; terminate housing assistance for clients and landlords; direct staff to investigate complains and/or gather further evidence and information; review collected information and draft and sign termination letter; may present case at hearings or appeals. Monitor month end balancing and reporting. Perform other duties as assigned.

**REQUIREMENTS:** The ideal candidate will have an Associate's degree and three to five years experience in housing management, inspections, or property management, or an equivalent combination of education and experience. Work requires thorough knowledge of the application of laws, rules and regulations, policies and procedures relating to housing quality standards of HUD; the policies and procedures of the Authority pertaining to housing assistance programs. Work requires the ability to effectively plan, schedule, assign, supervise, train, and evaluate the work of subordinates in a manner which will maintain a high level of productivity and morale; work effectively with people from diverse cultural and ethnic backgrounds, including clients who are emotionally or mentally challenged; communicate clearly and effectively, both orally and in writing. Intermediate knowledge of Word, Excel, Outlook and Internet required.

**COMPENSATION:** The starting salary for this position is \$4,489.86 — \$5,247.53 per month DOE. The excellent benefits package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts are optional. Positive corporate culture and commitment to a diverse workplace, plus more!

**TO APPLY:** Please send cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ [www.kcha.org](http://www.kcha.org)) to KCHA, Human Resources, Job #10-07, 600 Andover Park West, Seattle, WA 98188. This position will close on April 20, 2010.

For future opportunities please contact our job line at (206) 574-1103 or website at [www.kcha.org](http://www.kcha.org). EEO/AA/M/F/V/D.

**An Equal Opportunity Employer**