



BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES

P.O. Box 9701, Bellingham, WA 98227-9701

TEL: (360) 676-6887 FAX: 676-7747 TTY: 527-4655

JOB ANNOUNCEMENT

POSITION: HOUSING PROGRAMS SUPERVISOR, EXEMPT
CLOSING DATE: Open until filled, with first review June 4
SALARY RANGE: \$72,014 - \$79,843 / plus benefits

JOB SUMMARY: This position is responsible for the oversight of the Housing Programs team in administering BWCHA's federal and non-federal programs including Public Housing, Housing Choice Vouchers, Project Based Vouchers, and other housing programs, providing critical housing opportunities to our community. Successful management includes a keen awareness of community and participant needs with an emphasis on assisting our clients in obtaining and maintaining rental assistance.

This position will also support other management functions in the Maintenance, Development and Executive Departments. These functions include, but are not limited to, representing BWCHA at community meetings, coordinating monitoring reviews, and evaluating the ongoing needs of BWCHA program participants.

ESSENTIAL JOB FUNCTIONS:

1. Maintains daily oversight of BWCHA's housing programs, including the monitoring and evaluation of operations along with maintaining an in-depth awareness of changing environmental, legislative, and program issues to maintain compliant, cost-effective, and high performing operations.
2. Supervises and provides front line support to Housing Programs Staff, including recruiting/selection, training, performance reviews, organizational development, and employee relations.
3. Supervises and oversees proper program administration (including initial and ongoing eligibility, leasing, property management and unit inspections), assuring compliance with program requirements.
4. Develops and implements short-term and long-term plans and strategies to maintain effective and efficient program operations.
5. Assists the Director of Housing Programs as a liaison with clients, community partners, public officials and others representing BWCHA in various venues building relationships, partnerships and furthering BWCHA's mission.
6. Develops and implements written operational policies, procedures, and materials in compliance with changing Federal, State, and local regulations.
7. Performs general office management, including approving purchases, conducting department meetings, and contracting.
8. May assist with performing outreach activities on the availability of housing programs and eligibility requirements.
9. Develops marketing plans and materials for BWCHA owned/operated properties.
10. Conducts regular visits to BWCHA owned/operated properties. Issues violation notices, work orders and conducts follow up visits as needed. In addition, performs special inspection of BWCHA owned/operated units as needed.
11. Identifies funding needs and sources and prepares grant applications. Performs ongoing administration of grant policies, procedures, and monitoring.
12. Acts as primary liaison with law enforcement jurisdictions.
13. Acts as primary hearing officer in the resolution of claims made by residents and applicants, except for maintenance charge disputes.
14. Assigns daily work activities and projects to staff, monitoring and ensuring performance metrics are met in an effective/efficient manner.
15. Monitors compliance with SEMAP, PHAS, VMS, and other program performance measures.
16. Performs HQS inspections as needed.
17. Serves on agency safety committee.

OTHER JOB FUNCTIONS:

17. Provides support and performs special projects as assigned by the Director of Housing Programs and Chief Operating Officer.

18. Cooperatively coordinates work activities with other BWCHA departments.

Education and Experience:

- Bachelor's Degree in Business Administration, Real Estate, Property Management, or related field required.
- Four years of general housing authority experience preferred of which two years should be at a supervisory level.
- Combination of education and experience which provides the applicant with the requisite's skills.
- Experience administering Public Housing, Housing Choice Voucher and Low-Income Housing Tax Credit programs preferred.

TO APPLY: Download full job description and employment application at <http://www.bellinghamhousing.org>
EMPLOYMENT APPLICATION, COVER LETTER & RESUME WILL BE ACCEPTED VIA:

- EMAIL: hr@bwcha.org
- FAX: 360-676-7747
- MAIL: P.O. BOX 9701, BELLINGHAM, WA 98227

THE BELLINGHAM HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER