



Job Title: Director of Housing Services

Position Type: Full-time / Hrly

Salary range (DoE): \$48.96 – \$58.64

The Renton Housing Authority is a dedicated member of the Renton community working passionately to provide and manage affordable housing in our area. We are looking for an experienced, motivated candidate to join our team of dedicated professionals. If you are looking for an opportunity to help provide housing to those in need, review the job duties and requirements below. We would love to hear from you.

Director of Housing Services

Renton Housing Authority is seeking a creative, personable self-starter to serve as its Director of Housing Services, overseeing the planning, directing, and management activities and operations of the Authority's Public/Conventional housing, and related housing programs. Moreover, the Director will be responsible for coordinating assigned activities with other Housing Authority departments and outside agencies along with providing highly responsible and complex administrative support to the Executive Director.

The ideal candidate will be a strategic, big picture thinker who operates in a collaborative, collegial, and mentoring style. Additionally, the ideal candidate should have a passion and drive for affordable housing; be an adaptable, flexible and creative problem solver, positive leader and role model reflecting a team-oriented mentality.

Overview of Job Responsibilities

Under general administrative direction, the Director of Housing Services is responsible for planning, directing, managing and overseeing the activities and operations of the Authority's Public/Conventional housing and related housing programs in the Housing Services Department. Responsibilities also include coordinating assigned activities with other Housing Authority departments and outside agencies; providing highly responsible and complex administrative support to the Chief Programs Officer and President and CEO; and performing other related duties as required.

Essential Duties:

- Carries out the overall planning, organization and direction of the Housing Authority's Public/Conventional housing, and related housing programs in the Housing Services Department.
- Manages the development and implementation of the Department's goals, objectives, policies, procedures, and priorities.
- Serves and participates as a member of the Housing Authority's senior management team, including but not limited to consulting with and assisting various Housing Authority officials and agency representatives in the resolution of complex matters;
- Continuously monitors and evaluates the efficiency and effectiveness of service and delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Selects, trains, motivates, and evaluates Department personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, and coordinates, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Represents the Department to internal and external partners, including the Board of Commissioners, other Housing Authorities, public officials, and outside agencies.
- Represents the interests of the Housing Authority at both state and federal level on legislative issues; assists in the formulation of new legislation and/or revising current laws.
- Prepares and manages the Department's budget, including the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary.

- Coordinates the Department's activities with those of other departments and outside agencies and organizations; provides staff assistance to the Executive Director and Board of Commissioners; prepares and presents staff reports and other necessary correspondence.
- Responds to and directs the resolution of difficult and sensitive citizen inquiries and complaints.
- Performs other related duties as assigned.

Desirable Qualifications

- Eight (8) years of increasingly responsible experience in public housing management, public housing programming, or property management, including five (5) years in a managerial capacity.
- Bachelor's degree or higher from an accredited college or university with a major course work in business administration, public administration, social science, or a related field.

Please provide your resume and cover letter directly to: ks@rentonhousing.org

Renton Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.