

Housing Choice Voucher (HCV) Program Director

HCV/Exempt



This position is responsible for directing all aspects of the Housing Choice Voucher (HCV) Programs and for ensuring compliance with local, state, and federal regulations and with HCHA policies. This includes HCV, PBV, EHV, VASH, HCV Homeownership.

PRIMARY RESPONSIBILITIES

- Responsible for the overall directing and administration of the Housing Choice Voucher Program (HCV), and other rental assistance programs administered by HCHA, which includes overseeing initial and ongoing eligibility, briefing and lease up processes, inspection management, annual reexaminations, interims, end of participation and program compliance to ensure full compliance with all Section Eight Management Assessment Program (SEMAP) HUD report performance indicators.
- Formulates and implements operating policies, procedures, objectives, and budgets; ensures operational compliance with relevant regulations and standards
- Assists with the coordination and completion of the Section Eight Management Assessment Program Certification Report HUD report.
- Maintains HUD's Public and Indian Housing Information System; ensures data accuracy of all report modules including submissions of HUD Forms 50058 in accordance with HUD requirements
- Lead and coordinate external and internal audit processes and/or request for information, and ensure administered programs are in compliance with mandated guidelines, rules, regulations, and procedures
- Ensure that all EIV Reports (Deceased Tenant Report, Multi-subsidy Report, New Hires Report, Income Discrepancy Reports and Identification and SSA Verifications) are monitored with timely corrections on any deficiencies when necessary
- Coordinates and assists in the research and the preparation of reports for all governmental inquiries and communications relating to the HCV Program and its participants
- Coordinates and assists in the preparation and the response to all internal, HUD or HUD OIG audit reviews
- Performs ongoing Housing Assistance Payment budget analysis; monitors billing and payments for Portability families; tracks expenditures and utilization rates; monitors budget expenditures
- May represent the Authority at public meetings and conferences; prepares monthly HCV reports and oral presentations to the Board of Commissioners and other bodies
- Ensures that the HCV Program leasing schedules are met
- Ensures that all HCV Program department staff receive proper training and instruction; monitors staff to ensure compliance with policies
- Analyzes rental market areas and rent burdens
- Ensures that all units under contract meet Housing Quality Standards and other related requirements
- Implements and maintains a secure records management system
- Assist in the use and enhancement of the HCV Program software applications with regards to program reporting, deployment of new technology, resolving data discrepancies, and training of staff in effective and efficient use of this system
- Develop, maintain and monitor the department's program administration which includes using reporting systems to ensure the accuracy, quality, and timeliness of departmental work and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships, identifies opportunities for improvements, and directs the implementation of change where needed
- Develop, coordinate and monitor the implementation of department goals, objectives, policies, procedures and work standards

- Develops employee work schedules and caseload assignments; prepares performance evaluations; approves staff time sheets and time off leave requests, interviews and provides new hire recommendations to the Executive Director
- Responsible for directing and conducting the training, and development of HCV staff with progressively evaluating staff performance and developing performance corrective action plan where needed, implementing performance management measures, and responds to staff questions and concerns
- Provides highly responsible and complex administrative support to the Executive Director in accomplishing the Authority's goals and objectives
- Respond to and resolve and/or provide resources for concerns pertaining to departmental programs, staff, and other sensitive cases
- Conduct regular department, team, and one-on-one staff meetings, communicate updates, provide staff guidance,
- This position serves as the ADA 504 Coordinator for the PHA. This includes reviewing, assessing, approving and/or denying Reasonable Accommodations in accordance with program regulations, PHA policies and requirements
- Performs other related duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree
- Five years of progressively responsible executive management experience that includes the management of staff personnel, federal grants, budgets, and three to five years working within the Housing Choice Voucher Program
- Extensive knowledge of HUD regulations related to the HCV Program
- Excellent written and oral communication skills with demonstrated experience providing excellent customer service

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org. **Complete the application on the website and submit along with a cover letter and resume in PDF format to hr@hchatexas.org.**