

Assistant Director for Section 8 Rental Assistance
APPLICATION DEADLINE IS MONDAY, JUNE 11, 2018 AT 11:59PM

Would you like a role in helping to bring families home to safe, sound, affordable housing opportunities? Do you have a passion for providing outstanding customer service? Would you like to work for an organization with excellent pay and benefits? We have an exciting opportunity for you!

We are looking for an Assistant Director for our Rental Assistance team. In this role you will assist in the management and accountability of the federally funded Housing Choice Voucher (HCV) rental assistance program, which includes the Family Self Sufficiency (FSS) and Homeownership Voucher programs. Our goal is to successfully manage this large Federal grant and meet all Federal requirements while assisting as many families as possible.

We need someone with a successful track record in managing staff and the ability to manage across satellite locations through a central office. The successful candidate will be assisting with changing processes through increased use of technology to assist staff in achieving improved productivity within limited resources.

Activities will include assisting the Director with overall management and oversight; staff supervision; developing and maintaining performance standards; reviewing and providing oversight of the monthly Housing and Urban Development (HUD) Voucher Management System reports; assisting with maintaining the HUD 2 year tool for monitoring leasing activity; developing and maintaining various statistical reports; ensuring THDA's compliance with all HUD requirements for processing for submission to the HUD Public and Indian Housing Information (PIC) system; organizing and managing workflow to ensure that deadlines are met; facilitating special project work groups; making recommendations for program improvements through the use of technology and innovation; developing and recommending plans for continuous improvement of divisional operations; ensuring proper HUD reporting, policy and procedure development, and research; assisting with Housing Assistance Payments (HAP); assisting with responses to complaints using the formal complaints process; and representing the division in the absence of the Director.

MINIMUM REQUIREMENTS:

- Relevant post high school certification and/or degree; Bachelor degree in social sciences, public administration, business, or related field is highly preferred; Master's degree is a plus.
- Three years of management experience including direct supervision of staff.
- Two years of experience in a housing choice voucher program; five years of experience in a housing choice voucher program preferred.

STARTING SALARY: \$69,500 to \$86,000 depending on experience.

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave; sick leave; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

To apply, visit our website at www.thda.org and click on the Careers link at the top of the page. Note that only on-line applications for specific positions through this website will be considered.

THDA is an equal opportunity, equal access, affirmative action employer.