CITY OF MADISON POSITION DESCRIPTION

1.	Name of Employee (or "vacant"):	5.	Department, Division & Section:	
	Tom Conrad		Planning Community and Economic Development / CDA Housing Operation	
	Work Phone: 267-8711			
2.	Class Title (i.e. payroll title):	6.	Work Address:	
	Housing Assistance Program Supervisor		Madison Municipal Bldg Room 120	
3.	Working Title (if any):			
	Section 8 Program Manager			
4.	Name & Class of First-Line Supervisor:	7.	Regular daily hours of work:	
	Agustin Olvera	Ė	Hours/Week: 37.5	
The day of the second	Work Phone: 267-8712		From: 8:45 To: 5:15	
8.	Date of hire in this position:		·	
9.	From approximately what date has employee performed the work currently assigned: 2 years			

10. Position Summary:

This is responsible administrative and supervisory work operation of federally funded Community Development Authority Housing Assistance (i.e Housing Choice Voucher, better known as the Section 8 Program, the Section 8 Homeownership Program, and the Project Based Voucher Program and other related Housing Assistance Programs) programs and functions. This work is characterized by judgment, discretion, and initiative in planning, coordinating, supervising, performing, and monitoring Housing Assistance program activities consistent with federal (HUD) requirements and departmental policies and procedures. This work is performed under the general supervision of the Housing Operations Director, who reviews the work primarily for compliance with stated programmatic objectives, policies, and procedures.

11.

Time % Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)

40%

Keep informed of the new developments relative to the housing assistance programs and review changes and develop strategies for implementation and consistent treatment of clients. Establish work priorities and operating procedures, participate in the development and/or modification of related policies and review work for conformance with applicable standards. Participate in the development and/or modification of related departmental policies. Share pertinent information and program updates with staff and answer questions and/or research answers to complex or unusual Section 8 questions. Monitor activities and take action to maximize program and staff efficiency.

Develop, coordinate and/or oversee the development and maintenance of applicable recordkeeping systems (manual and/or automated), necessary to provide orderly assignment of certificates, vouchers and moderate rehabilitation assistance; and to insure the collection and adequacy of documentation required for execution of Housing Assistance payments contracts. Prepare and submit internal and federal reports as appropriate. Develop and process a high volume of operational statistics and reports from which cost analysis or productivity data can be extracted.

Review and approve all Housing Assistance Payments Contracts to ensure compliance with federal regulations. Audit files for compliance with program regulations to prepare for audits by City and HUD auditors.

Prepare and/or participate in the development of program budgets. Monitor expenditures, set up and maintain account status records, and recommend fund transfers and communicate with the Comptroller's Office in routine budgetary matters relative to the program. Manage personnel resources to successfully administer all program components. Develop and implement a collection process aimed at minimizing the negative budgetary and program integrity impacts of fraud and delinquencies. Participate in the analysis and development of various HUD program initiatives.

11.

Time % Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)

25%

Plan, coordinate, supervise, and evaluate the activities of the Housing Assistance section and staff (e.g., Housing Assistance Clerks, Section 8 Inspector, Housing Assistance Clerk/Inspector, Housing Assistance Outreach Coordinator, etc. Participate in the hiring and discipline and train, assign, monitor and evaluate the work of subordinate clerical and inspection staff. Oversee and monitor inspections as required by HUD regulations to ensure code and contract compliance.

Supervise and/or coordinate the processing of program certifications and re-certifications, to include calculating allowances in accordance with federal regulations; coordinating tenant interviews and unit inspections; insuring that applicants/current tenants meet and continue to meet program regulations; and processing transfers or terminations from the program. Conduct and/or coordinate explanation meetings and informal hearings as necessary.

Oversee and prepare cases for assignment to other staff. Oversee and/or conduct group briefing sessions and the interviewing of program applicants and participants to determine their qualification based on HUD guidelines. Coordinate and/or develop the documentation necessary to support decisions.

Provide final decisions on program rules to individuals, and outreach/education to groups through formal presentations and written materials. Actively promote and market applicable HUD programs with rental property owners and the community. Implement and/or oversee the implementation of an outreach program to develop and maintain a strong relationship with landlords. Explain program requirements and regulations, clear up misunderstandings and negative impressions, encourage participation, and facilitate and resolve disputes between landlords and tenants.

Participate in the central administration managers meetings, in expanded group meetings, and in Housing Operations Management Team efforts. Provide programmatic information to individuals and groups, both through formal presentations and written materials. Actively promote and market applicable HUD programs with rental property owners and the community. Implement and/or oversee the implementation of an outreach program to develop and maintain a strong relationship with landlords. Explain program requirements and regulations, clear up misunderstandings and negative impressions, encourage participation, and facilitate and resolve disputes between landlords and tenants.

Participate in the completion of studies, reports, and/or projects by gathering data and/or information and assisting in the assessment of individual or systematic problems. Perform a variety of research-related activities by extracting situational information from records or by developing and implementing various studies or statistical reporting systems.

Participate in the development and administration of new or existing HUD program previously not part of CDA's efforts. This would include the development of policies and procedures in compliance with program requirements. This could also include monthly and annual electronic reporting procedures via HUD Voucher Management System (VMS) software. This currently would include the Family Self Sufficiency (FSS) Program, the Veterans Assisted Supportive Housing (VASH) Program, and the Family Unification Program (FUP). In addition the development and monitoring of the CDA's Project Based Voucher program contracts with current and future partners and by LLC's established by the CDA.

Monitor Federal Congressional Budget proceedings and HUD Housing Choice Voucher Program administrative changes and budgetary discussions and assess potential local impacts. Maintain communications with appropriate HUD and National Housing (i.e.NAHRO, PHADA) organizational staff regarding federal Congressional appropriations and HUD program allocations, to make local annual budgeting recommendations and mid-year adjustments regarding program expenditures.

12.	Primary knowledge, skills and abilities required:		
	Working knowledge of manual and computerized bookkeeping and other recordkeeping practices and techniques. Working knowledge of directly related federal housing program principles, practices, terms, and criteria. Working knowledge of supervisory practices and procedures. Working knowledge of standard business, public administration, and office management practices and principles, including those relating to federally regulated financial assistance programs. Working knowledge of basic marketing practices and techniques. Some knowledge of general building inspection procedures. Some knowledge of property management and real estate practices as they relate to multi-family housing. Ability to supervise, train, evaluate, discipline, and coordinate the work of subordinate staff members. Ability to interpret and apply relevant federal, state, and local rules and regulations. Ability to collect, analyze, and summarize data and to compile and prepare related reports. Ability to communicate effectively both orally and in writing. Ability to plan, organize, and supervise detailed work. Ability to analyze complex regulations and develop and implement responsive operating procedures and marketing/outreach efforts. Ability to compile and prepare related reports. Ability to establish and maintain effective public and working relationships. Ability to make public presentations, answer questions, and explain program requirements. Ability to resolve disputes or facilitate their resolution. Ability to make decisions based on relevant facts and guidelines and to explain and document such decisions. Ability to maintain adequate attendance.		
13.	Special tools and equipment required:		
	Ability to use computer and Office Software (especially Excel) and HUD VMS software programs		
14.	Required licenses and/or registration:		
	Ability to pass NAHRO Section Eight Housing Manager (SHM) Certification exam within one year of hire		
15.	Physical requirements:		
	Ability to meet with clients, make presentations and attend meetings both locally and out of town		
16.	Supervision received (level and type):		
	Reports to CDA Housing Programs Manager and CDA Executive Director		

17.	Leadership Responsibilities:		
	This	position:	
	□ X	is responsible for supervisory activities (Supervisory Analysis Form attached).	
		has no leadership responsibility.	
		provides general leadership (please provide detail under Function Statement).	
18.	Employee Acknowledgment:		
		I prepared this form and believe that it accurately describes my position.	
	X	I have been provided with this description of my assignment by my supervisor.	
		Other comments (see attached).	
Employee's Signature Date			
19.	Supervisor Statement:		
	X	I have prepared this form and believe that it accurately describes this position.	
	 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position. I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the pos have discussed these concerns with the employee and provided them with my written comments (which are attached). 		
		I do <u>not</u> believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).	
		Other comments (see attached).	
Sup	ervis	or's Signature Date	
Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.			