

COMPETITIVE

DIRECTOR OF LEASING OPERATIONS **(Rochester Housing Authority)**

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level administrative position in the Rochester Housing Authority, involving responsibility for the direction of activities related to the development and operation of rent subsidy programs, tenant certification services, and special leasing programs. This work is performed in accordance with the Public Housing Law of New York State and the rules and regulations issued by the United States Department of Housing and Urban Development (HUD). This employee works under the general supervision of the Deputy Executive Director. General supervision is exercised over managers. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and coordinates the operations of the public housing program by developing and revising program policies and procedures ensuring adherence to HUD regulatory compliance and demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity; maintains regular, reliable attendance.
- Directs the activities of several functional areas including Housing Choice Voucher (HCV) housing voucher programs, homeless programs, home ownership programs, landlord services and recruitment, and tenant certification services.
- Monitors and reviews the operation of all programs to ensure adherence to regulatory compliance, objectives and compliance with budget allocations, ensuring cost-effectiveness and the best use of resources.
- Gathers and assesses information from a variety of sources (e.g., government publications and internet web sites) about regulations, legislation, public policies, trends, and innovations in the field of assisted housing, with implications for leased housing/subsidy programs and federal financing, particularly those relevant to the Authority.
- Researches, analyzes, and reports on increasing voucher options to the Deputy Executive Director/Board for expansion of programs and its related effects on RHA finances, staffing, and space needs.
- Directs program development and training for the department.
- Responds to questions and concerns raised by landlords, tenants, elected officials, and members of the public about Authority policies, such as program requirements and eligibility, and to questions and concerns of advocacy groups about the application of leased housing policies to their clients.
- Directs efforts to promote leased housing programs to property owners, to increase and enhance the supply of well-maintained housing available to voucher program participants.
- Develops ongoing recruitment strategies for new and existing landlords to increase affordable housing opportunities for program participants.
- Represents the Housing Authority in matters concerning leased housing programs in interactions with federal, state, and local agencies, community partners, and other Housing Authorities.
- Directs the development and implementation of staff in-service training related to tenant certification, rent subsidy, and special leasing programs.
- Prepares budget proposals and justifications for all programs under his/her direction.
- Reviews reports and recommendations of managers and prepares reports concerning leasing operations.
- Coordinates the Authority's leasing activities with several municipalities and government agencies in the five counties RHA administers programs in.
- Represents the Authority on local intergovernmental committees which deal with issues relevant to leased housing.
- Articulates the position of the Authority orally to a variety of audiences.
- Supervises the research, planning, and application stages involved in submitting proposals for rent subsidy programs to HUD and other agencies for funding.
- Prepares monthly reports for the Board of Commissioners and presents at Board and Committee meetings.

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ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of HUD Housing Choice Voucher, Project Based voucher, and other rental assistance programs.
- Knowledge of rules and guidelines issued by federal and state agencies concerning leasing, management, and maintenance of rental housing.
- Knowledge of analysis techniques related to planning, budgeting, and staffing, including those used in the public sector.
- Knowledge of marketing principles.
- Ability to communicate clearly and concisely verbally and in writing.
- Ability to prepare accurate reports and presentation to internal and external partners.
- Ability to establish and maintain cooperative relationships and work with people from a wide variety of social, economic, and ethnic backgrounds, and with those who may be angry or hostile, in a calm and professional manner.
- Ability to administer policies and procedures with impartiality and fairness.
- Ability to supervise and manage a department of over 50 employees;
- Ability to manage multiple functions in an organization.
- Ability to anticipate the need for change in programs, policies, and procedures, and prepare recommendations with the ability to communicate and implement them.
- Ability to comprehend complex written material and communicate effectively to subordinates.
- Ability to read, develop, implement, and monitor a budget.
- Initiative to seek out opportunities for the organization.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES

- All entry level KSAs, PLUS:
- Knowledge of the policies and procedures of the Rochester Housing Authority.
- Knowledge of community organizations in the area served by the Authority: human service, religious, advocacy.
- Ability to develop proposals for grant funding which conform to funding agency guidelines.
- Ability to comprehend regulatory requirements and ensure compliance.
- Ability to prepare and monitor budgets of federal housing programs.

MINIMUM QUALIFICATIONS:

- A) Master's degree and three (3) years experience in the management of public or private housing demonstrating knowledge of Federal (HUD) guidelines.
- OR
- B) Bachelor's degree and four (4) years experience in the management of public or private housing demonstrating knowledge of Federal (HUD) guidelines.
- AND
- One (1) year of experience directing/managing a Section 8 Housing Assistance Program.
- AND
- One (1) year of experience which involved responsibility for direct supervision of staff. *
- OR
- C) A minimum of 10 years' experience directing/managing a Section 8 Housing Assistance or equivalent program with direct oversight and supervision of a large staff and proven record of success.

*NOTE: Experience in B and C may have been gained concurrently with A, or separately.

ADOPTED: JANUARY 8, 1981

REVISED: MAY 28, 2003

REVISED: AUGUST 28, 2003

REVISED: AUGUST 20, 2015

REVISED: DECEMBER 17, 2024