



POSITION DESCRIPTION

Position:	Property and Program Director
Status:	Exempt
Immediate Supervisor:	Executive Director
Working Conditions:	52 weeks, Exempt Position; Flexible Schedule and Travel as Necessary

POSITION SUMMARY:

The Property and Program Director exercises significant discretion and performs a broad range of duties relating to the overall operation, administration and management of the agency. This position directs the administrative and operational functions of the agency's owned/managed properties. The Property and Program Director also assists the Executive Director with administrative detail and coordination of activities.

This position requires a thorough knowledge of public housing, multi-family housing programs, housing authority programs, policies, and operational procedures; knowledge of other agencies and resources, and the ability to relate to other staff as well as the public. The Property and Program Director must be able to take direction, maintain confidentiality, and perform work in a trustworthy and ethical manner.

MAJOR AREAS OF RESPONSIBILITY:

1. Act on behalf of the Executive Director in her/his absence.
2. Plans, manages and oversees the operation of HRA managed housing projects including leasing function, recertifications, rent collections processes, and tenant relations.
3. Acts as a compliance officer to ensure the operation of HRA managed properties are in compliance with funder regulations and policies. This includes quality control monitoring of tenant files.
4. Reviews, interprets and implements policies and procedures to ensure compliance with local, state and federal regulations.
5. Maintains records, prepares reports and composes correspondence relative to work.
6. Provides productive feedback as part of the Itasca County HRA Management Team.
7. Attends HRA Board of Commissioner meetings.
8. Assists the Executive Director in the development and implementation of agency policies and procedures.
9. Assists the Executive Director in all activities related to personnel administration including recruitment, selection, placement, classification, compensation, staff training, labor and employee relations and safety.
10. Trains, supervises and evaluates work performance of employees and recommends appropriate action.

11. Assists the Executive Director in the development, implementation of short- and long-term operational agency goals.
12. Oversees the progress of HRA managed housing project's annual budgets.
13. Researches, develops, maintains, and revises department forms, procedures, and control systems.
14. Researches and determines appropriate rental rates.
15. Monitors the financial health and contracted management of the agency's three tax credit properties.
16. Conducts applicant, tenant and program client grievance hearings and terminations.
17. Represents the HRA at meetings as a part of community outreach and public relations.
18. Attends trainings, webinars, and meetings to stay informed of policy and regulation changes.
19. Performs other tasks and works on special projects as assigned by the Executive Director.

QUALIFICATIONS:

Education: Bachelor's degree in business, Community Planning, public administration or related field.

Experience: Affordable housing programs specifically the federal Public Housing Program and Multi-Family programs, Property Management, MN Landlord/Tenant Law, Subsidized Housing. *Prior work at a Public Housing Authority preferred.*

Licenses/Certifications: Valid Minnesota Driver's License, required to obtain Public Housing Manager (PHM) Certification within one year of hire date.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to communicate effectively with staff, partners and funders. Ability to work independently to evaluate situations, determine appropriate course of action, and proceed with minimal supervision.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to handle difficult situations in a professional manner when dealing with the public; ability to maintain resident relations.
- Ability to collect, analyze, check data, and perform basic mathematical calculations.
- Ability to demonstrate sensitivity to the problems and concerns of resident groups and the needs of special interest groups and maintain confidentiality.
- Ability to coordinate details and organize workload and meet deadlines.
- Proficiency with a computer, basic software (Word, Excel, Publisher), electronic communication, and ability to learn housing specific software.
- Ability to work cooperatively with all ICHRA staff.
- High energy level, ethical, honest, trustworthy, respectful, loyal to the organization and desire to work as part of a team in a collaborative environment.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

While performing this job, the employee is required to talk, hear, have eyesight and have mobility enough to operate a variety of office machines, operate a vehicle and work in buildings with stairs and elevators. The employee frequently is required to bend/stoop, reach above shoulder level, push and pull. The employee is occasionally required to squat, crawl, climb, kneel and carry/lift up to 20 lbs. Employee must be able to possess the visual acuity to prepare and analyze data and figures, view a computer terminal, and do extensive reading.

ACKNOWLEDGEMENT

I acknowledge the receipt of my job description and understand the responsibilities, duties, and requirements to perform the position. In addition, my supervisor has provided me with answers to any questions I had concerning the position.

I as an employee know that I am expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly acknowledge that (1) I have not been employed for any definite period of time; (2) my employment is terminable at any time at the will of either the ICHRA or myself; and (3) no change in the “at will” nature of my employment will be valid unless made in writing and signed by the Executive Director of ICHRA.

I am also aware that this position will include any and all (various) duties assigned to ensure the proper functioning of operations at ICHRA. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is determined by ICHRA to be a reasonable assignment to the position.

Employee Name – Printed	Employee Signature	Date
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Supervisor Name – Printed	Supervisor Signature	Date
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THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. THE EMPLOYEE WILL ALSO PERFORM OTHER RELATED DUTIES ASSIGNED BY THE IMMEDIATE SUPERVISOR.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

The Housing and Redevelopment Authority of Itasca County, MN is an Equal Opportunity Employer