



EMPLOYMENT OPPORTUNITY

Director of HCVP and Tenant Selection

HIRING RANGE: \$59,837 - \$80,000

Closing Date: Open Until Filled

About RRHA:

Richmond Redevelopment and Housing Authority (RRHA) is the largest housing authority in the Commonwealth of Virginia. RRHA serves nearly 18,000 community members combined in nearly 4,100 public housing units and more than 3,000 families through the Housing Choice Voucher Program (Section 8). RRHA also manages neighborhood redevelopment and conservation programs throughout the City of Richmond.

Position Overview:

This position is responsible for planning, directing, monitoring, and evaluating the services and activities associated with the leasing and renewal operations for tenant-based Housing Choice Voucher Program (HCVP) and project-based (moderate rehabilitation) rental assistance programs, and Public Housing Tenant Selection. Sample duties include, but are not limited to, the following:

- Plans, directs, monitors and manages the Housing Choice Voucher Program (HCVP) and Moderate Rehabilitation Program, and the Tenant Selection Office.
- Manages the HCVP's Section Eight Management Assessment Program (SEMAP) process. Ensures that the appropriate quality control evaluations are conducted on a monthly basis.
- Ensures HUD performance standards (SEMAP) and other reporting requirements are maintained at a high performance level or improved if required.
- Ensures accuracy and efficiency of all HCV utilization activities to include a comprehensive written quality control process, conducts quarterly reviews/audits to assure that policies, procedures and regulations are adhered to.
- Maintains clear audit trail to support HCVP status in relationship to the HUD SEMAP requirements.
- Responsible for audit preparation, SEMAP reviews, confirmation and submission.
- Responsible for managing and understanding data in all database systems used by HCVP operations including Yardi, Go Section8, HUD's Public and Indian Housing (PIH) Center (PIC) and Voucher Management System (VMS) and other systems in operation or under development.
- Interprets RRHA policies, HUD regulations and program guidelines to ensure the Authority's compliance with all Federal, State and Local requirements.
- Stays abreast of changes in regulations that will affect the administration of programs. Informs and trains staff on regulatory requirements.
- Maintains an updated Administration Plan consistent with HUD regulations and utilizes the same to extract staff accountability and consistency in program implementation.
- Prepare and implement administrative policies and procedures covering all functional areas.
- Oversees the operations and fiscal responsibilities of Housing Choice Voucher Program in accordance with HUD regulations and RRHA policies.
- Negotiates and renegotiates rent levels with current and prospective landlords.
- Resolves disputes between landlord and tenants.
- Oversees tenant appeals on rent level determinations.
- Oversees the Housing Quality Standards (HQS) inspection function.
- Assures quality standards are developed, monitored and adhered to in order to meet SEMAP and other designated program measures.
- Oversees the Public Housing Tenant Selection function and ensures the maintenance of LIPH and HCVP waitlist and selection of new residents/applicants is in accordance with HUD regulations and program guidelines.
- Reviews operating policies and procedures and recommends modification for improving program performance.
- Prepares, reviews and monitors program budgets.
- Monitors expenditures and approves or disapproves equipment purchases.
- Plans and assigns work and evaluates operational effectiveness and personnel performance.
- Provides a customer service platform that ensure consistent and timely communication with applicants, residents, private sector landlords, co-workers, government officials, various housing professionals and community leaders.

Minimum Required Qualifications:

(The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

- Bachelor's degree in Business Administration, Public Administration, Human Services, or related field.
- Five or more years of experience in tenant-based Housing Choice Voucher program administration and public housing, or similar experience in residential, or rental property management.
- Three or more years of senior-level managerial experience inclusive of direct oversight of HCVP, public housing, or property management staff.
- Must obtain a Public Housing Manager (PHM) certification and HCV Executive Management certification within one year of employment.
- Experience using Microsoft Office applications to develop and present information.

Preferred Qualifications:

- Experience working at a public housing authority performing Federal Program management.
- Certification as a Public Housing Manager (PHM) or Certified Property Manager, HCV Executive Management, HCV Financial/Program Management, HQS, SEMAP and Program Utilization or equivalent is a plus.
- Work experience and proficiency using YARDI or other property management software.

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To Apply: RRHA welcomes qualified applicants. Please visit RRHA's website www.rrha.com to apply. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug free workplace and perform pre-employment drug screening, DMV and background checks.
