



Position Description

Position Title: Director of HCVP
Reports to: Chief Operating Officer
FLSA status: Exempt

Created By:
Date Created:
Approved By:

Summary

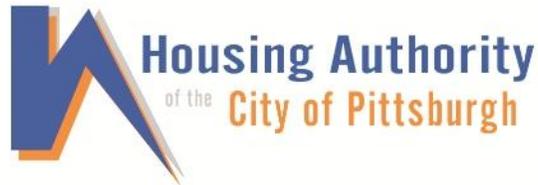
The primary purpose of this position is to direct and administer the Housing Choice Voucher Program for the Housing Authority of the City of Pittsburgh. The incumbent will be responsible for interpreting federal, state, and local regulations regarding the implementation of programs, and make policy recommendations to ensure departmental compliance.

All activities must support the Housing Authority of the City of Pittsburgh ("HACP" or "Authority") mission, strategic goals and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.

- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline.
- Reviews government regulations and establishes management policies and procedures to ensure compliance.
- Prepares departmental budget.
- Responsible for preparation of reports and documents related to programs.
- Participates in long-range planning in area of responsibility.
- Oversees contracts with private landlords and resolves problems.
- Oversees Mod-Rehab Program and serves as contract administrator for HUD.
- Conducts surveys and analysis necessary to ensure effective and efficient operation programs.
- Ensures that HUD regulations, Fair Housing and Equal Opportunity laws, and HACP policies and procedures are followed.
- Represents HACP at meetings with external partners and special interest groups.
- Provides educational presentations to facilitate interagency understanding and promote the Authority's programs.
- Establishes and maintains a strong and collaborative relationship with other HACP departments and with management of public and private agencies that support Authority clientele.
- Performs other duties as assigned.



Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers

Effective Communication: Ensures important information is communicated to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

Education and/or Experience

Bachelor's Degree in Business Administration, Public Administration, or related field from an accredited college or university supplemented by 10 years' experience in a position related to HCVP / Section 8 management or an equivalent combination of education, training and experience is required. Must possess a valid Pennsylvania driver's license and be insurable under the Authority's plan. Must meet City of Pittsburgh residency within 90 days from employment.

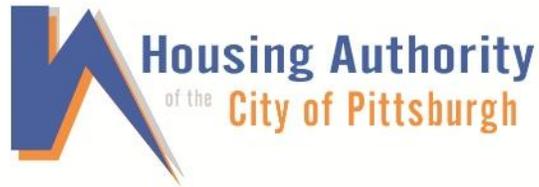
Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about



the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

