The Housing Authority of the City of Erie is seeking qualified individuals to submit resumes for the position of Associate Director of Compliance and Housing Management Operations. The position is an administrative position reporting directly to the HACE Deputy Director. Individuals hired must obtain residency in Erie County within 6 months of hiring date. Responsibilities include:

- Performing quality control reviews on asset management and tenant selection files
- Provide oversight on tenant selection and asset management daily operations.
- Assist Deputy Director in developing training programs for asset management and tenant selection staffs.
- Submit required reports to funding partners including the Department of Housing and Urban Development.
- Assist Deputy Director in reviewing existing policies, practices and procedures to ensure compliance and recommend needed changes.

Interested applicants may submit their resume' and cover letter to the Housing Authority of the City of Erie, 606 Holland Street, Erie, Pennsylvania by Friday, October 16th attention Michael R. Fraley, Executive Director. In person or zoom interviews will be scheduled the week of October 26th.
**HOUSING AUTHORITY OF THE CITY OF ERIE**

| POSITION: | Associate Director – Compliance, Housing Management Operations | FLSA STATUS: | Administrative |
| DEPARTMENT: | Administrative | UNION STATUS: | N/A |
| REPORTS TO: | Deputy Director | COMPENSATION: | $55,000 – 65,000 |

**SUMMARY:** This management position will provide for the creation, implementation, coordination, assessment, and oversight of policies, procedures and delivery of services related to management and administration of the Authority’s Public Housing, Section 8, Multi-family and HACE owned rental programs.

**ESSENTIAL JOB FUNCTIONS:**

1. Along with the Deputy Director, is responsible for performing quality control reviews to assess the overall effectiveness of the delivery of asset management services of property management and tenant selection personnel.
2. Along with the Deputy Director, sets and oversees the initiation and implementation of annual asset management and tenant selection departmental goals and directives.
3. Reviews and recommends, as necessary, changes and additions to existing policies, practices and procedures to achieve the stated goals of the Authority, provide for accountability, and ensure compliance with all relevant Housing and Urban Development rules and regulations.
4. Provides oversight of asset management tenant selection departments and makes recommendations on personnel matters, as warranted.
5. Assists managers and tenant selection coordinator in providing necessary training and coaching to assist asset management and tenant selection staff in performing the essential functions and overall responsibilities of their positions, including but not limited to organization and time management; budget preparation; procurement, purchasing and inventory; personnel supervision; resident relations; customer service; lease enforcement; work order procedures; and inspections.
6. Assists the Deputy Director in reviewing the performance of asset management and tenant selection staff for efficiency and compliance with all relevant Housing and Urban Development applicable regulations, policies, practices and procedures.
7. Creates periodic reports to be provided to the deputy director, general counsel, and executive director, regarding the overall effectiveness and quality of the delivery of all asset management and tenant selection services and responsibilities.
8. Assists Executive and Deputy Director in reviews of asset management and tenant selection applications/resumes, conducts interviews with HR, and recommends candidates for employment within HACE.
9. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

Bachelor degree is preferred but compatible HUD and Housing Authority experience will be considered. Must have a minimum of six (6) years’ experience in public housing or Section 8, tax credit developments and four (4) years in a supervisory position. Or a combination thereof. Familiarity with Horizon public housing software a plus. Public Housing Manager and Tax Credit certifications preferred. Experience in public sector accounting desirable.
SPECIAL REQUIREMENTS:
1. Thorough knowledge of the general operations and procedures of a PHA, local, state and federal laws governing public and other subsidized housing programs and tax credit developments and compliance.
2. Able to communicate professionally, both verbally and in writing, with customers and staff.
3. Able to interact with people from a broad range of social and economic backgrounds while maintaining a professional manner.
4. Must possess and maintain a current, valid PA Driver’s license and be willing to use personal vehicle.
5. Proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access).
6. Possess strong communication skills (verbal, written).
7. Proven ability to meet programmatic deadlines with accuracy.
8. Able to develop and monitor internal control over program compliance and financial reporting.
9. Strong analytical and conflict resolutions skills required.
10. Able to read, understand, follow detailed instructions and work in accordance to prescribed standards and procedures.
11. Must be a resident of Erie County within 6 months of hiring.

PHYSICAL REQUIREMENTS:
Ability to physically perform the duties and to work in the environmental conditions required of a position of this class. Must be physically able to access all units, common areas, and grounds. Must be able to work while standing or walking for extended periods of time. Must be able to use stairs, stoop, and crouch. Must be able to work in hot, cold, damp or dusty areas. Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc. Ability to move, handle or lift small objects around desk area, i.e. files, computer printouts, reports, calculator, office supplies, etc.

Employee

Date:________________________

________________________
Human Resources

Date:________________________