**Division Director, Housing Choice Voucher Division**

(A1012)

**Paygrade SE**

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| **JOB TITLE: Division Director, Housing Choice Voucher Division** | | | |
| **STATE JOB TITLE:** A1012, Director Housing Choice Voucher Division | | | |
| **REPORTS TO:** | Deputy Commissioner for Housing | **POSITION SUPERVISES:** | Multiple |
| **FLSA CLASSIFICATION:** | Exempt | **EMPLOYMENT TYPE:** | Full-Time |

General Description:

The Georgia Department of Community Affairs (DCA) is a State agency dedicated to partnering with communities to help create a climate of success for Georgia's families and businesses.  DCA offers a fast paced, challenging and dynamic environment that requires attention to detail, pride in quality of work, and the ability to work as a versatile team player.  We are a diverse team of highly competent and committed professionals who strive to help people and communities thrive through technical expertise, innovative thinking and a passion for making a difference.  Team members are at their best when collaborating and supporting each other as they perform challenging and dynamic work.

 Summary of Position:

The Division Director is responsible for the operational and programmatic activities of the Housing Choice Voucher Division. The Division Director creates and implements policies and procedures that ensure program compliance for all programs within the Housing Choice Voucher Program. The Division Director directs subordinate managers and staff in the application of the operating strategies. This role will provide some direction and influence on agency policy and provides leadership across multiple units and offices within the Division. This position reports to the DCA Deputy Commissioner for Housing.

The Housing Choice Voucher Division Director will:

* Develop strategies, goals and objectives to achieve DCA’s mission, vision and core values
* Direct the operational activities for the Housing Choice Voucher Program
* Be responsible for ensuring program activities are conducted within federal guidelines and established budgets
* Directs the preparation and administration of the Housing Choice Voucher Program’s annual budgets, quarterly requests for federal funds and other reports of statistical information
* Adhere to all strategic goals for the Division and DCA and manage progress towards those goals
* Develops and maintains effective working relationships with internal and external contacts to promote positive public relations
* Supports the Executive Leadership Team through effective communication and talent management
* Identify and develop individuals who have potential for further responsibility
* Have a strong commitment to agency success and sustainability
* Communicate about operational and administrative issues and/or problems that impact all areas of DCA
* Share innovations, best practices and creative solutions that can be expanded across divisions
* Discuss and monitor the work environment and workplace culture issues
* Develop collaborative approaches in messaging agency goals to staff
* Develop and implement agency strategic responses to complex issues and problems
* Perform other work assignments and duties as needed by the Commissioner and the Deputy Commissioner for Housing

This position is also responsible for ensuring that standard operating procedures are in place and adhered to by all staff and that all staff receives support and supervision appropriate to their needs. This position requires some overnight travel.

Knowledge, Skills, & Abilities:

* Knowledge of Federal rules and regulations as established by the U.S. Department of Housing and Urban Development (HUD) and other agencies in all related program areas
* Program Knowledge of budget preparation and management
* Strong organizational and leadership skills
* Strong problem-solving skills
* Strong communication skills with demonstrated ability to express complicated topics clearly and effectively to a variety of audiences
* Skill in oral and written communication
* Ability to exercise discretion and independent judgment with respect to matters of significance in areas such as quality control auditing and regulatory compliance as they pertain to the HCV Program
* Ability to provide guidance to staff in matters of compliance, operations, policies and procedures Ability to manage multiple tasks
* Understanding of SEMAP assessment, and experience in successfully leading an organization to meet the 14 key indicators for PHA performance
* Strong planning skills and the ability to effectively utilize the two-year tool to determine future leasing and programmatic decisions
* Experience in administering and effectively utilizing different vouchers such as VASH, Emergency Housing Vouchers, Mainstream, project based, and vouchers for special populations
* Experience in administering/directing the portability process
* Strong grant writing and proposal skills
* Knowledge of applicable Housing Quality Standards
* Ability to evaluate and streamline administrative plan, where necessary
* Performs other professional responsibilities as assigned

Agency Specific Minimum Qualifications:

* Master’s degree AND Five years of experience managing professional level staff

OR Nine years of affordable/homeless and special needs housing experience AND Five years of experience at the director level

* Housing Choice Voucher Manager Certification within one (1) year of employment (depending on availability of training) with no more than three attempts to pass certification allowed.
* Housing Choice Voucher Executive Management Certification within one (1) year of employment (depending on availability of training) with no more than three attempts to pass certification allowed.
* Housing Choice Voucher Finance Management Certification within one (1) year of employment (depending on availability of training) with no more than three attempts to pass certification allowed.
* Public Housing Manager Certification within one (1) year of employment (depending on availability of training) with no more than three attempts to pass certification allowed.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.  Selected applicants will be contacted for next steps in the interview process.  Applicants who are not selected will not receive notification.  This position is subject to close at any time once a satisfactory applicant pool has been identified.

**DCA is an Equal Opportunity Employer**

**If you need an accommodation for an interview, please contact the Human Resources Office at**

**(404) 679-4845**

*Hiring is contingent upon satisfactory results of employment verification, background, criminal records investigations and motor vehicle reports.*