



CITY OF ANAHEIM
invites applications for the position of:

Housing Supervisor

SALARY: \$5,622.92 - \$7,731.50 Monthly
\$67,475.00 - \$92,778.00 Annually

OPENING DATE: 08/06/19

CLOSING DATE: Continuous

DESCRIPTION:



The City of Anaheim Housing Authority seeks an experienced and talented **Housing Supervisor** (Housing Coordinator) to supervise, assign, review, and participate in the work of staff responsible for providing the services and activities of assigned programs within the Housing Authority. The position will coordinate activities with other programs, sections, division, outside agencies, and the general public; ensure work quality and adherence to established policies and procedures; provide highly responsible and complex staff assistance to assigned Housing Programs Administrator; and perform the more technical and complex tasks relative to assigned area of responsibility.

The City of Anaheim provides an excellent compensation, pension and benefits program. The attractive pension program includes:

- **Retirement:** City of Anaheim employees become members of the California Public Employees' Retirement System (CalPERS).
- **New Employees** who are an existing CalPERS member or a member of an agency with reciprocity with the City of Anaheim, will be enrolled in the 2.7% @ 55 CalPERS retirement benefit formula. Employees pay the full employee contribution of 12%.
- **New Employees** who have never been a CalPERS member, or is a member of a retirement system (CalPERS or reciprocal) but has a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula. Employees contribute 6.75% of the normal benefit costs for this retirement benefit.
- **Employees** contribute 1.45% towards Medicare. The City does not participate in Social Security and as such no deductions will be taken.

For more information regarding our full benefit package offered, click on the benefits tab of this job announcement.

This position will be open on a continuous basis, with a first review date of Friday, August 30, 2019. It is recommended to apply before this date to receive consideration.

ESSENTIAL FUNCTIONS:

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing services and activities of assigned programs within the Housing Authority including Section 8 Housing Choice Voucher Program, Section 8 Family Self-Sufficiency Program, and other special housing

programs; ensure the intake, occupancy, and leasing functions are completed in an accurate and timely manner.

Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.

Develop procedures for new programs; develop and receive approval for policies and procedures to implement federal regulations and new programs; participate in development of new policies and procedures to improve service delivery.

Participate in the selection of assigned staff; provide or coordinate staff training; conduct quality control audits of tenant files to ensure accuracy of staff's work; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures.

Monitor program compliance with federal law and regulations; monitor application procedures and processes; recommend revisions to City ordinances related to housing assistance; analyze and implement federal, state, and local guidelines related to the Section 8 Housing Program.

Conduct annual Section 8 Management Assessment Program (SEMAP) audits to ensure compliance of the administration of the Housing Authority.

Provide information and resolve problems with applicants, tenants, owners, and the public as needed; coordinate and participate in the preparation of newsletters and outreach material.

Conduct informal reviews with applicants and tenants with regard to program violations and proposed denial or termination of assistance; research, prepare, and write hearing packets for the proposed termination of Section 8 participants and present findings at informal hearings.

Conduct audit inspections of units under contract; coordinate and track housing quality standards inspections conducted by other housing agencies to ensure inspections are conducted in a timely manner; review and approve billing amounts charged by other agencies for conducting HQS inspections.

Assist in the preparation of the Five Year/Annual Public Housing Agency Plan and the housing portion of the Five Year/One Year Action Plan of the Consolidated Plan Document; monitor federal register for grant funding notices; complete assigned applications.

May assist in the management of the Information Systems Unit including providing management oversight of the housing system used by employees to complete transactions; ensure system compliance with City of Anaheim and HUD requirements; manage and provide system support to all Housing Authority and Housing Counseling Agency staff; ensure proper operation of computers, printers, and related equipment; coordinate resolution of problems with appropriate information technology staff; may serve as project management of the implementation of new software; coordinate all phases of project plan; ensure project meets established timelines.

Maintain records concerning operations and programs; prepare reports on operations and activities; attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of housing; incorporate new developments as appropriate into programs.

Perform related duties as required.

QUALIFICATIONS:

Four years of responsible experience in a housing assistance program including one year of administrative and/or lead supervisory experience supplemented by completion of the twelfth grade and college level course work or specialized training in public administration, business administration, social

services, or a related field; a Bachelor's degree is highly desirable. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operations, services, and activities of the Section 8 Housing Program; principles and practices used in housing assistance programs; needs assessment principles and techniques; counseling techniques; interviewing techniques; fraud prevention strategies.

Knowledge of principles of supervision, training, and performance evaluation; basic principles and practices of budget preparation and administration; principles and procedures of record keeping; principles of business letter writing and basic report preparation; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases as well as specialized housing systems; pertinent federal, state, and local laws, codes, and regulations.

Ability to coordinate and direct assigned housing programs; supervise, organize, and review the work of assigned staff; select, train, and evaluate staff; recommend and implement goals, objectives, policies, and procedures for providing assigned services and activities.

Ability to understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities; apply housing assistance program knowledge in the assessment of service delivery, including development of policies and procedures to improve and streamline service delivery; provide effective counseling to clients; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Ability to prepare clear and concise reports; participate in the preparation and administration of assigned budgets; plan and organize work to meet changing priorities and deadlines; effectively represent the Housing Authority to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, government officials, and outside agencies.

Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility; diffuse or intervene in threatening and emergency situations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

License/Certification Required: Possession of an appropriate, valid driver's license.

This position will be open on a continuous basis, with a first review date of Friday, August 30, 2019. It is recommended to apply before this date to receive consideration.

The selection process will consist of a written exam and oral interview

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.anaheim.net/jobs>

201 S. Anaheim Blvd., Suite 501
Anaheim, CA 92805
714-765-5111

Position #2019-00207
HOUSING SUPERVISOR
EC

employment@anaheim.net

Housing Supervisor Supplemental Questionnaire

- * 1. How many years of experience do you have in a housing assistance program
- None
 Some but less than 4 years of experience
 At least 4 years of experience or more
2. If you have indicated housing assistance experience, was your experience with a Housing Authority and the Section 8 Housing Program?
- Yes No
- * 3. Please describe your experience, and include the employer you worked for. If no experience, write "n/a".
- * 4. Do you have any experience with the direct administration of homeless vouchers, 811 Mainstream vouchers, VASH, HOPWA or CoC vouchers? If none, write "n/a".
- Yes No
- * 5. How many years of administrative and / or lead supervisory experience have you obtained? If none, write "n/a".
- None
 Some but less than 1 year
 A minimum of 1 year or more
- * 6. In what field was your administrative or lead supervisory experience obtained? Please be specific when describing the field you worked in and what your experience entails. If you have no experience, write "n/a".
- * 7. Please indicate the amount of education you have obtained:
- Less than the 12th grade
 Completion of the 12th grade or specialized training in public administration, business administration, social services or a related field.
 A Bachelor's degree in public or business administration, social services, or a related field.
- * 8. Please state your specialized training or what your Bachelor's degree was in, if none write "n/a".

* Required Question