EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: **HCV Supervisor (2)** ***External/ Internal Posting***	**Announcement No.**: 20-014

DEPARTMENT: Housing Programs
SALARY RANGE: $54,454 - $87,048 per annum

OPENING DATE: Thursday, July 30, 2020
CLOSING DATE: Until Filled

POSITION SUMMARY: Under general supervision of the Housing Programs Manager, this position supervises, assigns, and monitors work of staff responsible for providing Section 8 programs to participants and ensure compliance with all related Housing and Urban Development (HUD) regulations and agency policies. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: Exercises supervision of technical, professional, and clerical staff.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in "bold."

- **Manage assigned staff, prioritize and assign tasks and projects, counsel, coach, train and instruct employees as required, facilitate meetings with staff to review and discuss projects and work assignments.**
- **Exercise discretion and independent judgment with respect to matters of significance in areas such as auditing, quality control, regulatory compliance, as they pertain to the HCV department.**
- **Meet regularly with staff to offer support and guidance, analyze and evaluate issues, resolve questions on policies and procedures, and manage the implementation of solutions, plan, organize, track, monitor, and control work activities, gather and analyze information and prepare reports on operations and activities.**
- **Participate in the preparation and administration of the Section 8 Housing programs budget, submit budget recommendations, monitors expenditures.**
- **Recommend and assist in the implementation of goals and objectives, establish schedules and methods for providing Section 8 housing program services, implements and monitors policies and procedures.**
- **Work with the Director, Deputy, and Manager of Housing Programs to ensure compliance with all HUD reporting requirements.**
- **Review and approve housing assistance contracts, vouchers, and re-certification and Housing Quality Standards (HQS) inspections.**
- **Ensure timely payments to vendors.**
- **Ensure all contracts are executed in less than 60 days. (Goal is 30 days)**
- **Plan, prioritizes, assign, supervise, and review the work of staff responsible for providing HCV program, including Project-based vouchers.**
- **Write procedures and training tools as required.**
- **Ensure 100% of all annual re-certifications are completed within 12 months, every year.**

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Three (3) years previous experience in determining eligibility for Section 8 housing programs, including two (2) years experience in a lead or supervisory role;

Education: Bachelor's degree in Public Administration or Business Administration or similar discipline; OR seven (7) years equivalent combination of education, training, and experience.

LICENSES AND CERTIFICATIONS: Rent Calculation and Eligibility in HCV Programs certification from a HUD approved agency is preferred.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of procedures, methods, and techniques used in determining eligibility for Section 8 housing programs.
2. Knowledge of principles of supervision.
3. Knowledge of practices and procedures used in housing inspections.
4. Skill in operations, services, and activities of Section 8 housing programs.
5. Skill in modern and complex principles and practices of public housing management.
6. Skill pertinent Federal, State, and local laws, codes, and regulations.
7. Ability to understand, interpret, and apply Section 8 procedures, and applicable Federal rules and regulations.
8. Ability to assess and prioritize multiple tasks, projects, and demands.
9. Ability to act with integrity.

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is an **exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check to include criminal, employment, and educational is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snvrha.org, click on employment tab and complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.