



## Position Announcement:

# Director of Housing Management Kansas City, Kansas Housing Authority

### **The Opportunity**

The Kansas City, Kansas Housing Authority, a mature PHA with more than 60 years of service, seeks a seasoned housing professional to serve as the agency's director of Housing Management.

Chartered in 1957, the Kansas City, Kansas Housing Authority is committed to help low- and moderate-income families and individuals achieve greater stability and self-reliance by providing safe, affordable quality housing; by partnering with community services and agencies; and by promoting economic opportunity in a suitable living environment free from discrimination.

Opening Juniper Gardens as its first development in 1962, KCKHA operates 16 properties and scattered-site housing with more than 2,057 units for families and elderly residents across Kansas City, Kansas. Beyond these KCKHA-operated sites, the Housing Authority administers more than 1,600 Section 8 rent-subsidy certificates and vouchers. Of the agency's \$18 million budget, nearly half comes from HUD funding.

### **Accountabilities; Role**

Reporting to the Executive Director/CEO and supervising a staff of 15, including an Assistant Director, 9 Property Managers and two Resident Services Coordinators, the Director of Housing Management oversees KCKHA's resident and housing operations to ensure fiscal stability, integrity in reporting and compliance, resident census and qualification and effective inter-departmental communication and coordination, S/he has key responsibility for ensuring productive and satisfactory relationships with HUD and other funders and for ensuring smooth transition of residents, from application through transfer/move-out.

### **Essential Functions**

Monitors program compliance with federal law and regulations. Monitors application procedures and processes, including move-in checklist and spreadsheet.

Provides information and resolves concerns/grievances with applicants, tenants, outside agencies, and the public as needed.

Oversees audit and review of tenant files. Conducts informal reviews with applicants and tenants with regard to program violations and proposed denial or termination of assistance.

Supervises and supports KCKHA's Housing Management Staff, conducting performance evaluations.

Oversees HUD management delivery system (IMS/PIC, EIV and DL4), ensuring accuracy and documentation. Ensures integrity in the system, reviewing files for fraud prevention in relation to income reporting and Deceased Resident Reports. Monitors and ensures compliance with residents' HUD Community Service and Self-Sufficiency (CSSR) requirement.

Assists 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.

### **Desired Attributes and Skills**

- Passion for the mission of KCKHA to help low- and moderate-income families and individuals achieve greater stability and self-reliance by providing safe, affordable quality housing in a suitable living environment free from discrimination.
- Skill in presenting information in a clear, organized, and convincing manner.
- Must be able to establish and maintain effective working relationships with subordinates, coworkers, and persons outside the agency.
- Ability to accurately and completely document in writing appropriate events and activities.
- Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
- Ability to read and comprehend complex material.
- Ability to identify operational problems and develop effective solutions.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Authority.
- Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
- Ability to self-start and implement programs.
- Commitment to personal and organizational growth.
- Personal orientation toward professional development and supporting a team.

### **Competencies**

- Knowledge of housing agency operations.
- Knowledge of federal housing programs, Section 8 housing regulations and requirements.
- Ability to interpret federal and state policies and regulations.

## Required Education and Experience

- Five years of responsible experience in a housing program, including one year of administrative and/or lead supervisory experience supplemented by completion of 12<sup>th</sup> grade or college-level course work or specialized training in public administration, business administration, social services or related field.
- 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 may qualify.
- Public Housing Manager Certification and Wyandotte County Residence must be achieved within one year of hire

## Application Deadline and Procedure

While the position will remain open until filled, **applications received prior to February 15, 2020, will receive priority consideration.**

Apply by email to: HCapKCKHAHousingMgmt@gmail.com

Attach to the e-mail **in PDF format only**

- Letter of application
- Resumé, detailing measurable success in the areas of key qualifications for the position
- List of five professional references we may contact

Complete applications will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: HCapSearchNP, Jennifer Furla, Partner, [jfurla@hcapsearch.com](mailto:jfurla@hcapsearch.com); 816-591-5493.

*The Kansas City, Kansas Housing Authority is an Equal Opportunity Employer. KCKHA affords equal employment opportunity regardless of age, race, gender, creed, national origin, disability, gender identity, veteran status or any other legally protected categories.*

