

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Housing Services Administrator</b>	<b>CLASS CODE:</b>	<b>487</b>
<b>REPORTS TO:</b>	<b>Community Partnerships Director</b>	<b>GRADE:</b>	<b>32</b>
<b>DEPARTMENT:</b>	<b>Community Housing and Revitalization Department</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Plans, organizes and administrates the programs and related activities of the Community Housing Division. Administers, manages and evaluates federal grants programs associated with federally funded housing programs. Manages professional and technical staff.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes and administrates the programs and related activities of the Community Housing Division including Section 8 Home Ownership Program, capital improvement programs and the maintenance of city-owned public housing properties.
2. Administrates, manages and evaluates federal grants programs associated with federally funded housing programs including Maintenance Services, Accounting, Budgeting, Program Delivery and Program Support.
3. Interprets, administers, and monitors federal regulations and overlay statutes related to the Conventional Housing Program and the Housing Choice Voucher Program plus all other related programs.
4. Approves and monitors the administration of leases and contracts to ensure compliance with HUD regulations.
5. Oversees the development of comprehensive evaluation reports and strategic long-range agency plans including, program policies and procedures, and long-range capital improvements projects.
6. Acts as liaison to advisory committees, and local HUD office, providing technical and professional expertise. Serves on intergovernmental task forces. Makes formal presentations.
7. Administers and authorizes expenditures for all federally funded projects including the formal draw from the national computerized financial system.
8. Develops, prepares and monitors federal budget requests and expenditures. Oversees the preparation of finance documents for both internal and external auditors. Oversees an extensive accounting section and administers contracts with external financial contractors.
9. Conducts research on national housing related programs, works with city departments and other agencies to deliver self-sufficiency programs and share resources concerning programs.
10. Develops and administers new grant funding.
11. Researches and prepares Council Communications and correspondence to federal and state agencies

12. Works with citizens, tenants, landlords and staff to resolve complaints and problems, providing timely resolution. Provides expertise on technical, complex issues regarding program administration..
13. Monitors national legislative issues affecting federal housing program, anticipates potential changes to the programs, implements changes to meet new federal policies.
14. Oversees the maintenance of the city-owned public housing properties, including preventive maintenance plans.

**SECONDARY FUNCTIONS:**

15. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Federal Conventional Public Housing Program, Federal Housing Choice Voucher Program  
Federal Self-Sufficiency Programs, Capital Improvement Project Programs  
Federal and municipal finance and budgeting  
Program policy analysis and development  
Principles and practices of public administration  
Social issues and needs related to housing  
General Applied Accounting Practices (GAAP)  
Federal Single Audit Act  
General and Federal accounting principles and practices.  
Federal and city expenditure limitations and reporting requirements.

**Skill in:**

Planning, organizing, and managing the work of various program areas.  
Establishing and maintaining effective working relationships with federal and city officials, government agencies, employees and the general public.  
Effectively supervising, training and developing employees.  
Communicating effectively verbally and in writing.

**Ability to:**

Conduct research, analyze and interpret data including federal, state and local regulations.  
Prepare clear and concise reports.  
Interpret, explain and enforce federal, state and local regulations governing various housing programs  
Understand how broad issues relate to City's operation, plan and organize the work of the division  
Develop, monitor, and administer complex federal budgets  
Establish and maintain effective working relationships with government officials, other city departments, citizen groups, community leaders, business representatives, non-profit agencies, contractors and the general public  
Deal effectively with difficult situations, solve problems  
Communicate effectively verbally and in writing  
Prepare and monitor operating and capital budgets and grants

**WORKING CONDITIONS:**

Office setting.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Accounting, Business or Public Administration or a related field and five years experience involving federally assisted housing programs, grant administration including two years supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Certified Public Housing Manager, preferred.