

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB441 Housing Programs Manager
<b>POSITION #/TITLE:</b> 0388 Housing Programs Manager	<b>Adopted:</b> 07-08
	<b>Revised:</b> 08-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Community Development	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 12
<b>Reports To Position #/Job Code #/JC Title:</b> 1170/NB064/Community Development Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Manages, coordinates, and evaluates programs that provide rent subsidy assistance and non-housing programs, policies, grant fund procurement, financial, and program reporting activities to lower income households and supervise staff to carry out program and other related programs.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Independent initiative is required to respond to multiple ongoing projects. Work assignments are significantly complex, subject to minimal supervision. Discretion is allowed for interaction with and presentation to committees, commissions, boards, City Council and outside interests at the State and Federal agency level.

<b>Examples of Essential Work (Illustrative Only)</b>
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Supervises staff and assigns works tasks. Provides and/or arranges training to maintain or improve skills; Approves qualification of prospective assistance applicants with other staff members providing determination, verification and documentation of eligibility;  
Plans, develops, and evaluates the operational processes, procedures and functions of the programs and procedures of the grant procurement function for programs and activities;  
Plans, organizes and manages programs, projects and activities for the federal rent assistance program;  
Ensures schedule deadlines and compliance with programmatic rules, regulations, laws, etc.;  
Works in conjunction with respective federal, state and other local agencies; including non-profit organizations (such as assisted housing providers and/or neighborhood associations);  
Provides information to landlords, tenants and others concerning program requirements;  
Oversees Landlord and Tenant Briefings;  
Manages investigations on all fraud and complaints using various resources and determines action needed to remediate;  
Administers grievance procedures and policies;

Manages and reviews preparation and submission of reports to HUD on a monthly basis and supervises corrective actions as needed;  
Manages preparation of yearly updates to Administrative Plan;  
Manages implementation of Resident Advisory Board meetings;  
Develops and delivers reports and presentations to the City Council and public groups concerning policies, projects and regulatory compliance issues;  
Administers specifications, negotiates contracts, and monitors the activities of property owners involved in housing assistance;  
Develops and prepares all reports as required, including federal and housing services budgets;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of housing project management and policy development;  
Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights and tenant-landlord relationships;  
Thorough knowledge of current national high quality practices related to housing code tenant/landlord relationships and fair housing practices;  
Thorough knowledge of financial practices and procedures associated with grant management;  
Thorough knowledge of current practices and procedures involved in grant application and administration;  
Ability to research, evaluate, and synthesize data, plan strategically, and manage complex projects to meet deadlines and program objectives;  
Ability to negotiate, prepare and monitor leases and rental contracts;  
Ability to provide clear direction, establish performance goals, and provide feedback;  
Ability to prepare accurate and reliable reports containing income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;  
Ability to supervise, coordinate and evaluate the work of others;  
Ability to communicate effectively and establish and maintain effective working relationships with other City employees, state and federal stakeholders, program participants, building contractors, subcontractors, applicants for assistance and the public;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, business management or a closely related field; and  
Considerable experience in housing policy development and business improvement, including supervisory responsibilities; or  
Master's Degree in urban planning, public administration, business management or a closely related field; and

Some experience housing policy development and business improvement; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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None

<b>Essential Physical Abilities</b>
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Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to inspect residential properties for housing quality and municipal code compliance;

Sufficient manual dexterity, which permits the employee to operate computer equipment and tools used in housing evaluations;

Sufficient personal mobility, which permits the employee to ensure housing quality standards and municipal code in a variety of residential dwellings.