



Affordable Housing Generalist

*Position specifications are intended to present a description list of the range of duties performed by employees in the position. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To maintain a broad-based knowledge of all affordable housing programs and activities operated by the GFHA; to provide quality reinforcement to the GFHA Housing Choice Voucher and Managed Property divisions; to manage policy and procedure related projects as directed by the Executive Administrator; to conduct program analysis and build effective reporting mechanisms; and to perform a variety of technical tasks and highly responsible and complex staff assistance for Executive Management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Executive Administrator.

Exercises project leadership as directed by the Executive Administrator and/or Executive Director.

ESSENTIAL FUNCTION STATEMENTS—Essential responsibilities and duties include, but are not limited to, the following:

Essential Functions:

1. Maintain generalist level knowledge of all tasks associated with the Housing Choice Voucher and Managed Property divisions, at a level which would allow position to temporarily substitute for any staff member within these divisions as needed with the support of other staff members;
2. Regularly analyze and update GFHA policies and procedures per HUD guidance and internal policymaking;
3. Organize process of creating consistent, documented policies and procedures for HCV and Managed Property divisions;
4. Ensure program compliance under the direction of Executive Management, HCV Program Lead, and Managed Property Lead.
5. Participate in Quality Control efforts, as directed by Executive Administrator;
6. Serve as Informal Hearing and Review officer;
7. Review and analyze monthly reports to evaluate strengths, weaknesses, and organizational opportunities;



8. Prepare and submit forms and reports to federal agencies and GFHA Executive Management and complete all associated required documents.
9. Assist with HUD and other agency monitoring, often serving as primary contact for various program-related monitoring;
10. Organize training and professional development activities within budget guidelines, under the direction of the Executive Administrator and with guidance from Housing Choice Voucher and Managed Property division leads.
11. Lead program staff in analysis of program and policy success in an effort to determine obstacles, solutions, and organizational opportunities;
12. Stay abreast of housing assistance and other support programs and new trends and innovations in the field of federal housing programs.
13. Perform related duties and responsibilities as required.

DESIRED QUALIFICATIONS

Current Knowledge, Skills and Abilities, or the ability to quickly attain:

Knowledge:

Group dynamics, leadership, and decision-making; Project management; Operational characteristics, services and activities of a federal housing program; Modern and complex principles and practices of contract, lease and rental agreements; Federal housing program regulations; Pertinent Federal, State, and local laws, codes, and regulations.

Skills:

Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted, both within and outside of the authority, in the course of work; Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities; observe situations effectively to determine potential causes and outcomes of obstacles and opportunities.

Abilities:

Organize numerous tasks and deadlines to effectively process and submit reports to various departments and outside entities; Lead dialogue among co-workers from various divisions in a manner allowing for consensus to be reached in a timely fashion; Interact with people of all backgrounds; Interpret and explain Housing Authority policies and procedures; Prepare clear and concise reports; Operate and use a computer and utilize various software systems.



EXPERIENCE AND TRAINING GUIDELINES

Any combination of Experience and Training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

General knowledge of affordable housing programming or closely related field; proven track record of leading groups toward successful decision-making and accomplishment of goals; experience analyzing program and policy effectiveness in order to recommend opportunities for improvement; work history requiring attention to detail, financial analysis, and adherence to program monitoring and deadlines.

Training:

Equivalent to a Bachelor degree from an accredited college or university with major course work in business administration, social work, leadership, public administration, project management, or related field(s).

LICENSE OR CERTIFICATE REQUIREMENTS

Possession of or ability to obtain certification related to:

- Affordable Housing Occupancy
- Housing Choice Voucher Program Administration
- Blended Occupancy Management
- Housing Quality Standards
- Fair Housing Policy and Practices

WORKING CONDITIONS

Environmental and Physical Conditions:

Office and field environment; travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

WAGE BAND

Grade 37

Starting Wage: \$18.60 - \$20.93, depending on qualifications.

APPLICATION INSTRUCTIONS

Interested parties should submit resume and cover letter via e-mail to gfhajobs@thegfha.org