

## **Director of Rental Assistance-Housing Choice Vouchers Program, Job #103345**

Closing Date: Open Until Filled

Starting Pay Grade/Salary: O/\$105,188.79 - \$157,783.19

Regular Full-Time, FLSA Exempt Position

### **JOB SUMMARY:**

The Seattle Housing Authority (SHA) is seeking an energetic and dynamic individual to lead and direct its Housing Choice Voucher Department.

The Director of Rental Assistance Programs oversees a staff of approximately 65 employees. The Housing Choice Voucher (HCV) Department is responsible for managing all aspects of the SHA's voucher program, which enables tenants to rent with landlords throughout the city. The department currently administers more than 10,000 vouchers in a variety of programs. The department maintains voucher waitlist(s), certifies applicant eligibility, issues vouchers, administers utility allowances and establishes voucher payment standards. As part of a housing authority with Moving to Work designation, the HCV program actively seeks and tests innovative strategies for improving service delivery and increasing cost-effectiveness. In support of SHA's commitment to continuous improvement, the Director will be responsible for maintaining conditions that allow for the continued development of sustainable customer focused culture of continuous improvement; as well as supporting and sustaining new practices and behaviors.

The department recruits landlords to lease to voucher participants, works with landlords on inspections and administers payment to landlords. Support for tenant participants includes housing counseling and programs to prepare participants to be successful in the rental market. The department administers special voucher programs for specific populations, such as veterans and non-elderly persons with disabilities and about one-third of department's vouchers are administered through long-term contracts with non-profit housing providers, thereby playing a crucial role in the city's continuum of affordable transitional, service-enriched and other types of housing.

In support of the agency's mission and strategic plan, the department collaborates in a variety of ways to support the quality of life of program participants, including through our education, employment and health initiatives. The department actively supports the agency's commitment to race and social justice.

The Seattle Housing Authority, a nationally recognized leader in affordable housing, provides long-term, low income rental housing and rental assistance to approximately 3,000 people, representing more than 17,000 households. SHA owns and operates more than 8,000 apartments and single-family homes at nearly 400 sites throughout the city. Additionally, SHA administers more than 10,000 Housing Choice Vouchers, enabling low-income tenants to receive rental assistance with other landlords in Seattle. Nearly 80 percent of those we serve are children, elderly or disabled. One in 10 students enrolled in Seattle Public Schools lives in SHA-supported housing. For more information about SHA, visit [www.seattlehousing.org/about-us](http://www.seattlehousing.org/about-us).

We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to improve the lives of those we serve.

### **BASIC FUNCTION:**

The Director of Rental Assistance - Housing Choice Voucher Program is a member of the Seattle Housing Authority senior management team. Under the general direction of the Deputy Executive Director, direct the overall management, services and activities of the Housing Choice Voucher department to provide leadership and support to the senior management team on short and long term strategic planning issues; respond to changing program rules and funding scenarios by analyzing the impact of changes to the agency and program participants and proposing implementation strategies that ensure housing programs continue to meet community needs. The Director is responsible for directing and managing the operational and administrative functions of the Housing Choice Voucher programs; coordinating with HUD representatives, other SHA departments and outside agencies. In this context the incumbent in this position will collaborate with others at all levels of the organization and

with external stakeholders to further significant agency goals and initiatives. The Director is responsible for ensuring that the Housing Choice Voucher Department is managed and operated according to approved policies and procedures, laws and regulations. Incumbent also ensures adequate training, supervision and performance evaluation of assigned staff.

The Seattle Housing Authority offers a competitive salary and an excellent benefits package. Qualified applicants are encouraged to apply (please, no third-party inquiries from employment or headhunter agencies). To apply, please email your cover letter, resume, including contact information for three professional references to:

Email: [Marc.Nilsen@SeattleHousing.org](mailto:Marc.Nilsen@SeattleHousing.org)

**MINIMUM QUALIFICATIONS:**

**EDUCATION:**

Bachelor's degree in Business Administration, Public Administration, Social Sciences, Human Services, or related field required; however, four additional years of directly relevant experience may be considered in lieu of the required degree.

**EXPERIENCE:**

Six years of experience in public housing voucher (Housing Choice Voucher) administration, or similar experience in residential, rental property management, or customer-centered service delivery systems, including four years of senior-level managerial experience. Knowledge of HUD guidelines a plus, but not required.

For more information about this position or to see other opportunities at SHA, please visit: <http://www.seattlehousing.org/Work-at-SHA/jobs/>

*Equal Opportunity Employer*