



HUD Certified Housing Counseling Agency

HOUSING CHOICE VOUCHER (HCV) PROGRAM DIRECTOR

The Ocala Housing Authority (OHA) is seeking a qualified person to join its management team as the **Housing Choice Voucher Program Director (aka Section 8)**. This exempt position reports directly to the CEO, supervises a growing staff of eight professional employees, and manages a \$7 million HCV program of approx. 1,400 vouchers, with the expectations of growing the program in the near future. The position is responsible for developing and revising policies and procedures in accordance with federal regulations and Housing Authority policies, and preparing in-house and HUD reports, and other program documents. The HCV Director works closely with the accounting department to ensure maximum utilization of HUD funding, conducts quality control audits and inspections for the program, monitors the programs/goals and objectives on a continuous basis, and record keeping. The desired candidate will have the skills and knowledge to perform all HCV program tasks (i.e., intake, lease-up, annual recertification, interim income adjustments, HQS inspections, etc.). The successful candidate will be a consensus builder and collaborator who take the initiative to resolve issues expeditiously and create a team-oriented working environment. The ideal candidate will be a “can-do”, *high-energy* leader who delegates appropriately, but is also willing to enthusiastically roll up their sleeves and be a working director as are all OHA executives. While technical skills are vital and required, it will be necessary for the individual to have exemplary interpersonal skills, with the ability to encourage others and listen to feedback, work closely with executive leadership and staff from all departments, and adapt quickly to changing priorities in this fast-paced organization. Serving as a mentor and coach to the HCV team and having the interpersonal acumen to motivate staff, conduct in-house training of staff, proficient computer skills, and effective presentation skills are fundamental qualities of the HCV Director. Verifiable significant experience of working with a diverse population of individuals is a prerequisite for the position. Another essential attribute the model candidate should possess is the propensity to create and maintain effective working relations with landlords and HCV participants, demonstrating an excellence in customer service to resolve problems and issues as they might arise. Garnering effective working relationships with community partners is important, as well as serving as the *face* of the HCV program in the community and the public are high priorities of the position. The selected candidate must have the flexibility to attend Board and other meetings outside of normal work hours, and will be required to travel outside of the county and state for training and meetings.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in Public Administration, Business Administration, Planning, Social Work or related field from an accredited college or university; a minimum of 10 years of experience working in subsidized housing or property management; a minimum of seven (7) years of progressive supervisory experience; must be motivated, organized and possess good written and oral communication skills; and have working knowledge of HUD and other Federal, State and local regulations related to subsidized housing management. Experience in subsidized or related housing management may be substituted for a Bachelor’s Degree, contingent upon total years of experience and qualifications. The successful candidate should possess *high integrity, confidentiality, and exemplary work ethics*. A valid Florida Driver’s License is required. **At least ten years of management experience at a public housing authority working directly in the Housing Choice Voucher program is HIGHLY PREFERRED.**

If you meet these qualifications, please mail: **cover letter, resume’, application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax or email to Ms. Roberts at 352-369-2642 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA’s website at www.OcalaHousing.org. Salary will commensurate with education, training, management experience, and subsidized housing experience. A satisfactory criminal background check is required. **The OHA offers excellent benefits.** Position is open until filled.



“This opportunity is covered under Section 3 of the HUD Act of 1968”



Drug-Free Workplace