HUD PROGRAMS MANAGER

DEFINITION
Under general direction, responsible for managing housing programs to include but not limited to implementing policy, budget development and controls, program compliance and reporting, while providing management and leadership of the daily operations and activities of Inglewood’s Housing Authority (IHA).

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Delegate and direct the work product of staff engaged in the operations the City’s housing programs such as Section 8 Housing Assistance, Community Development Block Grant and Affordable Housing;
- Oversees and approves the process for rental assistance payments, rental subsidies, tenant/property owner contracts, and payment requisitions;
- Conducts quality control reviews of program documents and reports;
- Develops new housing programs, reviews and approves requests for housing rehabilitation loans and grants;
- Ensures participants properties comply with housing quality standards through annual inspections;
- Prepares and monitors Housing Department budgets, funding allocations, and HUD Program reports;
- Assigns and reviews fraud reports, case notes, and correspondences to program participants;
- Researches, responds, mediates and provide resolutions to landlord and tenant disputes;
- Represents city to local non-profit agencies administering city-funded housing programs;
- Facilitates and coordinates staff collaborations, meetings, and quality assurance and quality control processes;
- Hires, trains, supervises and prepares performance evaluations for department staff.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS
- **Knowledge of** HUD or similar federally funded programs such as Housing Choice Voucher, homeless, Low Income Housing Tax Credit (LIHTC) with other federal funding mechanisms including HOME, CDBG or other federally funded and regulated program environments. Quality principles and practices of public administration to include planning, budgeting, cash flow monitoring, and variance reporting utilizing government accounting practices; and facilitation of conflict resolution methods, quality customer service techniques, and supervision best practices.
- **Skilled in** monitoring fiscal performance to ensure adequate funding for grant and contract program operations and expenditures that comply with applicable regulations; reviewing, modifying, and implementing operating policies, practices, and procedures; writing to produce clear, concise, and accurate correspondence, presentations, and reports; and managing, delegating, and evaluating the work activities/performance of assigned staff.
- **Ability to** professionally interact with all levels of staff, clients and others’ having business with the city, and to meet multiple and conflicting deadlines to accomplish department goals and mission. Develop and enforce department policy and procedures; stay abreast of changing rules and regulations, and implement modifications promptly, and to perform duties with little or no immediate supervision.
- **Proficient in** the use of various computer systems, databases, and industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
This position is exempt from overtime and will be required to work hours beneficial to completing assignments. Work is performed in a business office environment. Must be able to lean, kneel, rise and twist to retrieve files from a standard file cabinet.

QUALIFICATIONS
Any combination of education and experience equivalent to a bachelor’s degree in business or public administration, management, or a related field AND five (5) years of progressively responsible experience in a public agency performing program management, program compliance, grant administration, budget controls, and providing quality customer service with a minimum of two years in a supervisory capacity. Must possess at the time of application and maintain a valid California Driver’s License.