



4020 Civic Center Drive
San Rafael, CA 94903

415/491-2525
(Fax) 415/472-2186
(TDD) 800/735-2929

Job Opportunity

Date Posted: January 22, 2019

PROGRAM MANAGER

Annual Salary Range: \$70,089-\$93,925.92

Status: Full-Time

Reports to: Deputy Director

Closing Date: Open Until Filled

WHO WE ARE...

Our purpose is to assist low- and moderate-income people to secure and maintain quality, affordable housing. The Marin Housing Authority (“MHA”) is a small, dynamic agency, well-respected in our field. The Housing Choice Voucher and the Public Housing programs have been either a high performer or a standard performer in the past few years. We serve thousands of people through a wide range of programs and services, including public housing for families, seniors and the disabled; housing choice vouchers (Section 8); supportive housing services for special needs populations; rental assistance payments; and financial and technical assistance for moderate-income first-time homebuyers and low-income homeowners. We have about 40 employees.

ABOUT MARIN’S HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

Marin Housing is one of Marin County’s largest providers of affordable housing, operating over 500 owned housing units and over 2,000 Section 8 Tenant Based Vouchers. Our \$36 million Section 8 Program has an allocation of 2,163 voucher, including 290 Project-Based Vouchers, VASH, HOPWA and Mainstream. We also have an award-winning Family Self-Sufficiency Program that has helped design our Section 8 Homeownership Program.

THE POSITION

Marin Housing is seeking an experienced Program Manager to manage the Section 8 Leased Housing Division. This manager supervises a staff of eligibility workers, inspectors and clerical positions. Day-to-day operations include initial and continuing eligibility, housing quality inspections, lease negotiations, HAP contract preparation and monitoring, maintenance of the waiting list, client/landlord relations. The Program Manager represents the MHA with community groups, researches grants and/or funding options, develops grant budgets, monitors HUD budget or internal operations budget as assigned, and performs other related duties as needed. The work requires initiative, strong organizational and supervisory skills, common sense, judgment, discretion, and the ability to make decisions on a wide range of issues. It requires close coordination with the public housing and supportive housing divisions. Special challenges awaiting the new Program Manager include but are not limited to:

- Under general direction of the Deputy Director, the Program Manager plans, organizes, and directs the activities of the Housing Choice Voucher Program, including the supervision, evaluation, and development of subordinate staff;
- Budget preparation, program development and implementation, and policy formation in accordance with applicable regulations
- Representing the Housing Authority at the local level in public relations and community affairs;

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- Maintaining effective landlord and tenant relations;
- Training subordinate staff;
- Preparing correspondence and reports.

QUALIFICATIONS: THE IDEAL CANDIDATE

The Section 8 Program Manager should possess a combination of experience and education equivalent to a four-year degree in public administration, social services or a related field and must have 3 or more years of progressively responsible experience in the administration of federal housing programs that includes at least 2 years in a supervisory capacity. The applicant must also have a thorough knowledge of what is involved in administering a Section 8 Housing Choice Voucher Program; goals of agencies that administer programs for low-income persons; techniques of personnel administration as they relate to training, motivating and evaluating employees; budget preparation and fiscal control; and the needs and problems of socially and economically disadvantaged persons.

The ideal candidate will also:

- Be knowledgeable about federal housing laws, ordinances, rules and regulations, Marin Housing Authority policies and programmatic procedures.
- Possess excellent interpersonal and communication skills;
- Be a team player, capable of working creatively with a variety of housing and service issues facing *Marin Housing*;
- Understand the importance of excellent customer service;
- Be computer literate and well-versed in PC-based word processing, spreadsheets and databases;
- Be excellent at prioritizing and multi-tasking, conscientious about timeframes and deadlines, and able to organize and monitor the complex program processing requirements in an effective way;
- Be supportive and able to motivate and mentor staff.

COMPENSATION / BENEFITS

Annual salary range is \$70,089-\$93,925.92. Our comprehensive benefits package includes a generous monthly allowance for medical, dental and life insurance; CalPERS retirement 2% @ 62; a 457 deferred compensation plan; 12 paid sick days per year; 10 days paid annual leave per year for the first two years, and will progressively increase as years of service increase (up to 30 days per year); 5 days personal leave; 2 floating holidays; and 12 paid holidays.

TO APPLY

A Marin Housing application **must** be completed and returned in order to be considered for this position. An application may be downloaded from our website at www.marinhousing.org. In *addition* to a Marin Housing application, candidates **must** submit a completed supplemental questionnaire, resume, and cover letter. Applicants are also encouraged to submit copies of relevant license(s) and/or certifications, and references. Applications may be sent to or dropped off at 4020 Civic Center Drive, San Rafael (Monday - Friday). Applications may also be emailed to mhajobs@marinhousing.org. Hearing impaired TDD, please call 1-800-735-2929. Please do not fax applications.

Marin Housing Authority is an equal opportunity, affirmative action employer. Minorities, women and individuals with disabilities are strongly encouraged to apply. Upon request, reasonable accommodations will be made for persons with disabilities and for religious reasons.



EXAMINATION PROCEDURE

All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. The examination may consist of an application screening, written test, practical exam, oral interview or any combination of these.

In compliance with the Immigration Reform Act of 1986, individuals offered employment by Marin Housing will be required to show the specified documentation as proof of authorization to work in the United States before hiring will occur.

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