

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Assistant Director of the Housing Choice Voucher Program. Our Assistant Director of the Housing Choice Voucher Program is responsible for directing the day-to-day activities of the HCV Program relative to customer service and rental integrity and housing quality standards. Must have knowledge and experience of multiple HCV programs (i.e. VASH, TBV, Mainstream, PBV, PBVR, NED, FUP). *A detailed job description can be found on the agency website.*

EXAMPLES OF THE ESSENTIAL FUNCTIONS

1. Assists in the supervision all personnel assigned to the HCV office, delegates assignments, and conducts the daily affairs of the office in a businesslike manner to ensure that the department maintains HCVP subsidy allotments filled with eligible participants.
2. Provides day to day direction to and supervision of staff who perform reexaminations and other routine functions of the department.
3. Provides ongoing assistance to support a positive and productive working environment. Plans, prioritizes, schedules, and assigns work.
4. Ensures compliance with HUD guidelines and regulations, the Authority's Administrative Plan, federal, state, and local regulations, laws, ordinances, and Authority policies as required and to achieve the highest possible rating under HUD's Section 8 Management Assessment Program (SEMAP) or other HUD evaluation systems.
5. Ensures assigned staff are properly trained to complete their duties initially and ongoing. Develops and implements training program.

EDUCATION AND EXPERIENCE

Bachelor's degree in Business, Public Administration, or a closely related field from an accredited college or university and five (5) years of experience in HUD Programs (HCV Program) or low-income housing with increasing responsibility in a senior supervisory capacity or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

POSITION IS OPEN UNTIL FILLED