

MARION COUNTY  
invites applications for the position of:

# Housing Authority Housing Supervisor

**SALARY:** \$22.48 - \$30.12 Hourly  
\$3,896.53 - \$5,220.80 Monthly

**OPENING DATE:** 02/16/18

**CLOSING DATE:** 03/05/18 11:59 PM

## THE POSITION:

### GENERAL STATEMENT OF DUTIES

Performs a variety of professional administrative tasks that have department-wide scope and impact, including developing and revising department policies and procedures, developing and conducting marketing and outreach services to the public and community and compiling and analyzing statistical data.

Provides supervisory leadership to clerical/administrative staff and housing inspectors; conducts occasional field work involving contact with property owners and families to assist and assure compliance in all assisted housing related functions in accordance with Federal, State and Housing Authority guidelines. Performs other duties as required.

### SUPERVISION RECEIVED

Works under the general supervision of the Executive Director who establishes goals and objectives, sets work priorities, and reviews performance through conferences and analysis of reports.

### SUPERVISION EXERCISED

Exercises full supervision over technical and clerical employees; participates in the selection of new employees, assigns duties, conducts performance evaluations, coaches, counsels, recommends disciplinary and personnel actions.

### TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Reviews all Federal regulations and determines whether policies must be written or revised; develops and revises policies for the Housing Authority; trains staff on new and revised policies.
2. Assists with marketing and outreach services to the public and community.
3. Recruits new applicants for the waiting list.
4. Audits Caseworkers' tenant files per HUD regulations; ensures tenant files are in compliance with all regulations and policies; approves contracts; provides training to staff.
5. Acts in capacity of Housing Manager as needed, approving time off, providing coaching, responding to mail and assuming other Housing Manager duties as needed.
6. Responds to applicant complaints; meets with applicant and employee to resolve issues or to schedule formal hearings.
7. Compiles and analyzes statistical data for inclusion in reports.

8. Leads and directs the work of assigned employees; provides training and guidance; assigns and reviews work; evaluates performance; arranges for work coverage during absences; provides backup support to staff as needed.
9. Assists Case Managers in resolving potential housing related problems between tenants and landlords.
10. Conducts quality control functions over tenant files and HQS inspections to ensure compliance with all regulations and policies.
11. Compiles monthly vacancy reports for all MCHA programs and submits in timely manner to Oregon Housing and Community Services and other funding partners.
12. Responsible for submitting all HUD form 50058s electronically for all Section 8 and public housing tenants regularly and accurately in order to maintain an agency reporting rate of above 97% in the PIC (Public and Indian Housing Information Center) system.
13. Responsible for submitting electronically all tenant and unit data regularly and accurately to TRACS (HUD Project-based Section 8 program) to ensure on-going funding.
14. Responsible for submitting tenant and unit data electronically to U.S.D.A. Rural Development regularly and accurately to ensure on-going funding of the MCHA Farm Labor Program.
15. Acts as the primary contact for scheduling and organizing all annual audits including various state and tax-credit investor audits. Compiles data necessary for audit completion including written responses, corrections to all findings and required reports as needed.
16. Compiles data to complete and submits annual compliance reports to Oregon Housing and Community Services.
17. Performs related duties as required.

**REQUIREMENTS FOR THE POSITION:  
EXPERIENCE AND TRAINING**

1. Two (2) year college degree in public or business administration, human relations or a related field;  
AND
2. Four (4) years of responsible experience working with low income families or the elderly in a Housing Authority Agency, including independent research, management analysis and federally funded housing programs; OR
3. Any satisfactory equivalent combination of experience and training.

**NECESSARY SPECIAL QUALIFICATIONS**

- Possession of, or ability to obtain within 30 days of hire, a valid class C Oregon driver's license and maintain an acceptable driving record.
- Must possess and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law [ORS Chapter 806].
- May be required to use personal vehicle for business use.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of public housing programs and Federal, State and local statutes; considerable

knowledge of human relations and its application to low-income and elderly families; considerable knowledge of social and economic community resources; considerable knowledge of low-income housing programs, statutes and regulations, landlord/tenant laws and rental market; considerable knowledge of community resources available to low-income families, elderly persons, the disabled and social service agencies; knowledge of basic math; knowledge of the principles and practices of statistical analysis and data collection; ability to research and analyze issues and procedures; ability to write clear and concise reports; ability to communicate effectively in oral and written form; ability to prepare and deliver oral presentations; ability to establish and maintain positive working relationships with coworkers and the public.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.marion.or.us/BS/HR/Pages/jobs.aspx>

Position #HA14003-2018-1

HOUSING AUTHORITY HOUSING SUPERVISOR

JL

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