



# Housing Authority OF THE City of Shreveport

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## **Deputy HCV Program Director**

The HACS is seeking a highly motivated and enthusiastic team player, with successful case management experience, to serve as Deputy HCV Program Director. The HACS hires quality employees and encourages excellence, to ensure the HACS will achieve and maintain high performance standards.

### **ESSENTIAL FUNCTIONS**

- Directs the work of staff including; assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, assisting in the selection of new employees, training, acting on employee problems and recommending and implementing discipline.
- Directs all HCV Department operations; establishes, communicates, monitors, and evaluates department goals and initiatives; creates, implements, and maintains monitoring and reporting systems to ensure quality and timeliness of department and program work.
- Ensures that staff maintains and affirms, effective communication with participant families, owners/agents, neighborhood groups, housing advocates, and service providers.
- Monitors and analyzes Housing Assistance Payments, voucher issuance, and participant attrition to ensure steady, authorized utilization of Housing Choice Vouchers.
- Evaluates applicant and participant access barriers, revises policies, and implements practices to reduce and eliminate barriers.
- Reviews program policies against changing regulations, laws, and viewpoints in order to coordinate timely implementation of amended goals and policies.
- Manages comprehensive quality control program.
- Prepares applications and supporting data to secure additional funding and programs from HUD to increase housing opportunities for families.
- Forecasts funds needed for program administration and Housing Assistance Payments, employing cost savings strategies, and analysis of participant rent burdens under rent reform.
- Develops program budgets that ensure adequate subsidy assistance to as many participant families as possible without exceeding authorized voucher allocations.
- Ensures HUD performance standards and other reporting requirements are maintained at a high performance level and/or improved if required; ensures accuracy and efficiency of all HCV utilization activities to include a comprehensive written quality control process; conducts reviews and audits to assure that policies, procedures, and regulations are adhered to.

- Supervises the landlord services functions, including initial, annual, interim, special and quality control inspections, rent reasonableness determinations, landlord clearance, contracting, education and outreach to prospective landlords/units, supervision of staff, and monitoring of inspection contracts.
- Monitors HCV program performance and policy adherence; reviews client folders before quality control reviews; provides personnel training and development; and stays abreast of proposed changes in policies, procedures, guidelines, and best practices in personnel development.
- Performs other related duties as assigned.

### **QUALIFICATIONS REQUIREMENTS**

- Five years of HCV Program management experience.

### **COMPENSATION/BENEFITS:**

- Starting Salary: \$68,000 - \$75,000 (based on qualifications and experience)
- Health, dental, vision and life insurance
- 401(k) Plan, contributions – employees 6%, employer 8%
- Paid annual and sick leave
- Paid holidays

**To apply, submit resume and salary requirements to: [brcollins@hacsla.com](mailto:brcollins@hacsla.com)**