



Bremerton Housing Authority

Housing Director

Department: Housing

FLSA Status: Exempt

Grade/Level: 66

Job Type: Regular

Work Schedule: Regular Business Hours

Union: Non-Union

Job Status: Full Time

Reports To: Executive Director

Amount of Travel Required: 15%

Positions Supervised: Assistant Director of Housing, Property Operations Manager, Maintenance Manager, Community Connections Manager, Housing Dept. Administrative Specialist

POSITION SUMMARY

Directs and administers all operational components of Public Housing, Housing Choice Vouchers, Project Based Vouchers, and other rental assistance and resident initiative programs administered by the Housing Authority. Represents the Housing Authority at government, community and various other public meetings.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Function Summaries

- Plan, organize, and direct all aspects of program administration for a variety of subsidized housing, facilities, and resident initiatives programs; evaluate, prioritize, and ensure program objectives are being met; review, measure and facilitate operational effectiveness related to work practices; coordinate the department's operations with other departments; develop short- and long-term departmental goals.
- Develop quality control strategies and techniques to ensure that programs are administered and managed in compliance with federal, state, or local laws, codes, and guidelines as well as any contractual agreement between the Housing Authority and the applicable program.
- Establish and maintain effective working relationships among staff, applicants, residents, and the community. Work with resident groups to assure participation in the delivery of social services and to encourage involvement in housing related activities. Facilitate the department's programs and services with other departments and outside agencies.
- Supervise daily operations of managers to ensure they are meeting department goals and standards. Conduct evaluations for all direct reports as necessary. Facilitate staff development through mentoring and other training opportunities in alignment with departmental goals and agency requirements.
- Represent Bremerton Housing Authority at external functions including a variety of public sector, community-based, professional, and development groups. Act as a consultant to agency staff and other community programs regarding the interpretation of program-related federal, state, and county regulations and policies. Speak to community groups to explain and interpret agency purposes, programs, and policies.
- Conduct studies of local economic trends, activity and conditions and advises Executive Director in the formulation of major policies and planning in areas such as income limits, rents, allowable assets, and housing demand.
- Develop annual departmental budget and manage grant funds; control and authorize expenditures. Work effectively with other department heads to maintain efficient and cost-effective operations throughout the organization.
- Establish and oversee administrative procedures to meet objectives set by boards of directors

or senior management. Prepare and maintain records and reports, such as budgets, personnel records, or training manuals.

- Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated. Research and analyze resident or community needs to determine program directions and goals. Implement and evaluate community programs. Provide direct service and support to individuals or clients, such as handling a referral for advocacy issues, conducting a needs evaluation, or resolving complaints.
- Monitor or implement legal compliance measures and analyze proposed legislation, regulations, or rule changes to determine how agency services could be impacted. Participate in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits.
- Plan and administer budgets for the Housing Department including various programs, properties, equipment and support services.
- Ensure that programs are of appropriate quality and that resources are used effectively and provide for the safety and security of the employees or the property. Interview and recommend staff to hire or obtaining volunteers. Evaluate the work of staff to appraise employees' productivity and efficiency for the purpose of recommending promotions, raises, or other changes in status.
- Determine the type of materials, supplies, machinery, equipment or tools to be used or supplies to be bought, stocked and used.
- Direct the establishment of uniform maintenance standards including planning, equipping for and implementing such standards.
- Direct the capital improvement plan for Housing Authority's real assets and develop and implement Bremerton Housing Authority's Capital Fund Program.
- Other duties as assigned.

POSITION QUALIFICATIONS

Diversity, Equity and Inclusion Requirements

As part of Bremerton Housing Authority's commitment to fostering an equitable and inclusive workplace all BHA staff must demonstrate commitment to cultivating a workplace culture that values diversity, equity and inclusion. They must work collaboratively to create and maintain an inclusive environment where all team members feel valued and included and must be willing to participate in equity and inclusion education and training programs.

Required Education and Experience

Education: Bachelor's Degree or equivalent Required, Field of Study: Business, Public Administration, Social Services, or related field. Masters, preferred.

Experience:

- Combined 5 plus years of experience in Management/Leadership of one or more of the following:
 - department, division or significant operational housing authority program
 - managing subsidized housing programs
 - a property management program specializing in subsidized housing
 - a housing related subsidized government
 - non-profit operational program
 - community, government or non-profit program serving low-income or otherwise disadvantaged people
- Combined 3 plus year of experience leading and implementing one or more of the following:
 - Major technological systems
 - Major operational programs
 - Major compliance or regulatory programmatic requirements/changes
 - Major policy or analytical reforms/improvements

Bremerton Housing Authority has the discretion to accept any other equivalent combination of education and experience when relevant.

Computer Skills:

- Intermediate user of Microsoft Office programs, including Excel, Word, and Outlook.
- Experienced user of internet, and cloud-based programs such Yardi, highly desired.

This role routinely uses standard office equipment such as computers, phones, photocopiers, ten-key machines, and fax machines.

Certifications & Licenses:

- Certified-Public Housing Manager (C-PHM) or Certified Manager of Housing certification, required (may obtain within 6 months).
- Washington State Housing Finance Commission certification required (may obtain within 6 months).
- Complete WSHFC Tax Credit Fundamentals & Tax Credit Advanced certification within 6 months of hire.

Required Competencies

- Accountability - Ability to accept responsibility and account for their actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability - Ability to adapt to change in the workplace.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Drive - Ability to drive an automobile - Must be licensed and able drive to various work sites using a two or four door passenger car.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, understand budgets and financing strategies, and help make sound financial decisions.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Innovative - Ability to look beyond the standard solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Involvement of Stakeholders - Assesses who the stakeholders are and involves them in the process.
- Leadership/Influence - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Loyal - The trait of feeling a duty to the employer.
- Personal Development - Display an ongoing commitment to learning and self- improvement.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long-range goals can be achieved.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Technical Aptitude – HUD Affordable Housing Programs - Technical aptitude: Ability to comprehend complex technical knowledge and terminology of HUD affordable housing programs, such as Housing Choice Vouchers, Public Housing and Low Income Tax Credit, and accurately follow applicable federal, state and local laws.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

WORK ENVIRONMENT

This is primarily an office position. The employee primarily sits at a desk but has the opportunity to move about at will. Hand-eye coordination is necessary to operate various types of office equipment. The employee will need good listening abilities and may be exposed to noise from basic office machine operation. The employee will occasionally lift and carry up to 20 pounds.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O	Lift/Carry	10 lbs or less	O
Walk	O		11-20 lbs	O
Sit	F		21-50 lbs	O
Manually Manipulate	F		51-100 lbs.	N
Reach Outward	O			
Reach Above Shoulder	O	Push/Pull	12 lbs or less	O
Climb	N		13-25 lbs	O
Crawl	N		26-40 lbs.	O
Squat or Kneel	N		41-100 lbs	N
Bend	O			
Grasp	F			
Speak	F			

Other Physical Requirements

- Vision (Near)
- Sense of Sound - listening to instructions and customer comments

Prepared by: Janis Castle, Human Resources Generalist Date: 9/6/2024
Reviewed by: Paula Kennedy, Human Resources Manager Date: 9/6/2024
Reviewed by: Jill Stanton, Executive Director Date: 9/6/2024

The Housing Authority of the City of Bremerton (BHA) has reviewed this position outline to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Review the job analysis or desk manual for greater details about the types of tasks being performed in this position. This document does not represent a contract of employment, and BHA reserves the right to change this position outline and/or assign tasks for the employee to perform, as the company may deem appropriate.



Equal Employment and Housing Opportunity



Barrier Free

Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, age (over 40), military status, whistleblower retaliation, or familial status in admission and access to its programs.

To request a reasonable accommodation for work related reasons, contact the HR office at 360-616-7107.
To request a reasonable accommodation for housing, contact a BHA Section 504 Coordinator at 360-479-3694.