

COMMUNITY ACTION OF ALGER MARQUETTE

Job Description

HOUSING SERVICES COMPONENT DIRECTOR

Supervised by: Executive Director
Supervises: Directly or indirectly supervises housing services staff at CAAM's Cornerstone location

General Summary:

Under the general supervision of the Executive Director, develops, organizes and monitors program operations, services, activities and staff.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Housing Policy Advisory Committee and other housing boards to develop program mission and goals in accordance with community needs. Regularly meets with the Policy Advisory Committee and assists in long-range program planning.
2. Develops, recommends and implements administrative policies and procedures to ensure efficient operations. Monitors, researches, and interprets government statutes, regulations, and guidance memorandums; establishes procedures that ensure compliance with government guidelines and requirements.
3. Plans, directs and administers a complete array of housing services including homeless service programs, residential rehabilitation and weatherization.
4. Researches and develops the program budget and works with financial administrator(s) and the Executive Director to ensure the proper administration of the budget. Prepares status reports on the program's financial status and plans for future needs.
5. Acts as liaison to funding sources and related agencies. Researches and pursues opportunities to maintain funding stability or enhance program funding.
6. Compiles and analyzes data, information and records related to program activities. Prepares and presents regular status reports and develops other special reports as requested.
7. Represents Community Action's Housing Services component at various meetings and conferences. Presents the agency's position on a variety of issues related to housing and general operations and prepares marketing materials as requested. Coordinates the agency's Housing programs and operations with other agencies as needed.
8. Promotes public relations by serving on special committees or boards and participating in civic and professional organizations as appropriate. Responds to public inquiries and investigates complaints regarding Housing Services.
9. Represents Community Action's Housing Services component. Promotes the agency in general and advocates housing programs in particular.
10. Keeps abreast of new administrative techniques, current issues, and important

legislative developments. Attends conferences, workshops, and seminars as appropriate.

11. Recommends personnel actions including hiring, promotion, or termination. Trains, assigns work, evaluates performance, and otherwise supervises housing component staff. Develops and coordinates in-service training for staff.
12. Completes special projects and performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in business administration, construction management or related field.
- Considerable knowledge of management practices and techniques involved in program operations, state and federal grant funded programs, budgeting and funding development, personnel administration, and related areas.
- Knowledge of public relations practices.
- Skill in compiling and evaluating complex information and data, and in formulating policy and program recommendations and complex reports.
- Skilled in effectively communicating ideas and concepts orally and in writing, and in making presentations.
- Skilled in the use of computers, office and housing related software including Word, Excel and Outlook.
- Skilled in planning and managing diverse programs, services, and personnel.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with clients, other agencies, and other employees.
- Ability to work effectively under stress and within deadlines and changes in work priorities.
- Ability to travel to other locations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually in an office setting but does on occasion perform work in the field. The employee is frequently required to stand; sit, walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. When in the field, the employee is occasionally required climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of light to moderate weight. Specific vision abilities required by this job include close vision, and distance vision.

While working in the field, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office but can range to loud when visiting construction sites or working in the field.