Title:	Housing Choice Voucher (HCV) Director	Full-Time/ Part-Time: FLSA Classification:	Full-Time Exempt
Hourly/ Salary:	Salary	Salary:	Beginning at $58,000
Benefits:	Group Health Insurance (80% Employer Paid), Pension, Long Term Disability, and Life Insurance Policy Eligible (Employer Paid upon eligibility)		

Organization Overview:

The Kingsport Housing & Redevelopment Authority (KHRA) offers affordable housing and additional services to eligible families within the Greater Kingsport area. KHRA is responsible for the administration of roughly 1100 housing choice vouchers (HCV) within six counties as well as an additional 400+ vouchers through various programs such as the project-based voucher (PBV) program, RAD-PBV, HOPWA, Continuum of Care, Tenant Protection Vouchers, Stability Vouchers, and Homeownership Program. Additionally, KHRA operates its subsidiary, the Greater Kingsport Alliance for Development (GKAD), a non-profit organization which provides a means for the public and private sector to cooperate in providing affordable housing to low-income families in Kingsport.

Position Summary:

The HCV Director is responsible for the management of day-to-day Housing Choice Voucher (HCV) activities of the Kingsport Housing & Redevelopment Authority (KHRA). The HCV Director plans and monitors the HCV program operations regarding eligibility, housing assistance payments, reexaminations, portability, owner and participant relations, terminations, informal reviews and hearings, project-based voucher activities and other special-purpose voucher programs as assigned, program integrity, quality control, reporting, financial utilization; supervises the Housing Choice Voucher Specialists; and provides leadership staff development. Performance is evaluated by the Executive Director through review of program compliance, financial and leasing performance, reporting accuracy, customer service, staff supervision, internal controls, and achievement of established departmental goals. Work is subject to HUD monitoring, SEMAP requirements, financial and program audits, fair housing and civil rights reviews, and other federal, state, and independent oversight

Qualifications:

- Graduation from an accredited four-year college or university with major study in public administration, business administration, social services, political science or related field,
- Minimum five (5) years of experience in subsidized, affordable housing
- Five (5) years of HCV management experience in a public housing authority preferred
- Considerable progressively responsible experience in administration of the Housing Choice Voucher program or other federally assisted housing programs, including supervisory experience
- High comfort level interacting with the general public, community agencies, and local, state and federal officials.
- Must have unique certifications within industry standards of HCV Program administration or obtain within one year of employment.
- Must have considerable independent judgment, discretion, confidentiality, analytical ability, and knowledge of federal housing programs
- Substitution on a year-for-year basis of full-time paid professional related employment that provides the knowledge, skills, and abilities necessary to perform the primary duties of the position will be considered in lieu of degree

Preferred Qualifications:

- Direct experience managing an HCV department or comparable federally assisted housing program.
- Experience with PBV, Mainstream, HUD-VASH, FUP, EHV, Stability Voucher, or other special-purpose voucher programs.
- Experience with HOTMA implementation and HCV Administrative Plan revisions.
- Experience with HCV utilization analysis, VMS, HUD financial systems, EIV, and quality-control processes.
- Experience preparing for or responding to HUD monitoring, SEMAP, financial audits, or other program reviews.

- NAHRO, Nan McKay, PHADA, or comparable professional HCV certification/training.

Primary Duties:

Key responsibilities include:

- Directs, plans, organizes, and evaluates the day-to-day administration of KHRA's Housing Choice Voucher Program and related voucher activities.
- Supervises, trains, assigns, and evaluates HCV staff; establishes performance expectations, monitors workload, provides coaching, and is expected to identify operational risks and deficiencies proactively and recommends corrective action to the Executive Director
- Ensures that program policies and procedures remain consistent with 24 CFR Parts 982 and 983, and applicable PBV requirements; HUD notices and guidance; HOTMA requirements; KHRA's Administrative Plan; and applicable fair housing, civil rights, accessibility, privacy, and nondiscrimination requirements.
- Oversees implementation of Housing Opportunity Through Modernization Act (HOTMA) requirements affecting income, assets, interim reexaminations, deductions, verification, and related HCV administration, including timely updates to procedures and staff training
- Reviews HCV leasing, HAP expenditures, per-unit costs, attrition, voucher success rates, reserves, and related program indicators; uses HUD utilization tools and KHRA data to identify trends and recommend corrective actions
- Oversees accurate and timely reporting and data submissions to HUD, including required HCV family and program data, VMS information, SEMAP Submissions, financial/program reports, and other required submissions.
- Coordinates portability activities including HUD-VASH
- Oversees the use of HUD's Enterprise Income Verification (EIV) system and other authorized verification resources in accordance with HUD requirements and KHRA policies, including appropriate access, documentation, security, and follow-up
- Oversees rent reasonableness determinations and payment standard activities in accordance with HUD requirements and the KHRA Administrative Plan
- Oversees KHRA's Homeownership program and coordinates with the FSS staff to advance eligible families from HCV to Homeownership
- Receives, investigates, and resolves complex participant and owner complaints and disputes; recommends appropriate action and coordinates with the Executive Director, legal counsel, or other departments when necessary
- Maintains current knowledge of federal housing regulations, HUD notices and guidance, fair housing and civil rights requirements, landlord-tenant law, accessibility requirements, program technology, and industry best practices.
- Performs related or assigned duties necessary to support KHRA's mission and strategic objectives.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice and may be modified as necessary to meet KHRA operational needs and changes in federal, state, or local requirements.

Additional Special Requirements

- Possession of a valid Tennessee Driver's License and ability to be insured at standard vehicle liability rates.
- Must obtain and maintain an appropriate HCV program certification recognized by KHRA within a reasonable period established by the Authority.
- Must complete required HUD, EIV, HOTMA, Fair Housing/Section 504, NSPIRE, and other program-specific training as assigned.
- Must successfully complete required rent calculation and other technical HCV training within the timeframe established by KHRA

I understand the requirements, essential functions, and duties of the position. By applying, I am confirming that I can perform all tasks, duties, and requirements with or without accommodation.