



Join Our Team
An Exciting and Rewarding Career Opportunity
Southern Nevada Regional Housing Authority

| Announcement Number | Job Title |
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| 24-005 | Housing Programs Manager I |
| Number of Openings | Compensation (Depending on Experience) |
| 1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs) | \$65,421.61 (Step 1)- \$104,586.14 (Step 20) annually <i>The typical starting range for this position is between \$65,421.61 and \$72,213.23, DOE.</i> |

| Opening Date | Closing Date |
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| January 10, 2024 <i>Applications are reviewed on a rolling basis.</i> | February 9, 2024, (or until filled) <i>The closing date may be earlier based on the number of applications received.</i> |
| To Apply and Required Documents | Conditions of Employment |
| This position is open to both internal and external applicants. Applicants must: <ul style="list-style-type: none">Complete an application online - to apply click hereSubmit a cover letter and resume <p style="text-align: center;">Incomplete applications <u>will not</u> be considered.</p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p> | Upon a conditional offer of employment, candidates must successfully: <ul style="list-style-type: none">Complete a background investigation which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>)Pass a workplace drug test (including marijuana*)Possess a valid State of Nevada driver's licensePossess a clean driving record |

**As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

| Employee Benefits |
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| Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program. |

| Overview |
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| The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting a Housing Programs Manager I to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snvrha.org . |
| If relocating from out-of-state, more than its famous Strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes. |

| Position Summary |
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| The Housing Programs Manager I is responsible for directing the activities of the Housing Choice Voucher (HCV) Program; providing supervision and leadership to the assigned team, and assuring compliance with state and federal laws. |

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer
SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Manage the performance and productivity of the HCV Program; direct the continuous improvement of the work outcomes, and assure the satisfaction of internal and external customers.
- Exercise discretion and independent judgment concerning matters of significance in areas such as auditing, quality control, and regulatory compliance as they pertain to the HCV department.
- Provide leadership and direct the activities of the Housing Programs staff through appropriate delegation, performance management, problem resolution, planning, and work assignments; approve promotions and terminations in the absence of the Director of Housing Programs; and counsel, train, and coach staff.
- Plan, develop, and manage Housing program goals and priorities, and monitor operations to identify and resolve problems.
- Plan, organize, monitor, and control work activities and HAP expenditures; coordinate a variety of administrative activities including employee scheduling, payroll reporting, correspondence, and report processing; analyze operational performance and prepare reports, analytical studies, and HUD submittals.
- Ensure PIC submission rates are between 98 - 100 percent working with IT staff.
- Direct the development and implementation of goals, objectives, policies, procedures, budgets, and priorities for Housing Programs, and ensure effective communication of strategies and issues.
- Review SEMAP Reports monthly to ensure HQS, Payments Standards, Annuals, and Utility Allowances are completed and transmitted correctly as reflected on reports - with less than a 1 % error rate.
- Establish tactics, approve resource requirements, and monitor resource utilization required to achieve goals; organize management strategies to ensure the proper execution of Housing Program operations; resolve Housing Program service and procedures issues; and ensure proper and responsible decisions are made.
- Recommend modifications to programs, policies, and procedures as appropriate, and respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Monitor outcomes and effectiveness of compliance/trainers and oversee Enterprise Income Verification (EIV), Public and Indian Housing Information Center (PIC) and other Housing and Urban Development (HUD) required department reports to ensure full compliance.
- Monitor HAP contract executions to ensure lease-up remains at 98-100% and all contracts are executed in less than 60 days with a goal of fewer than 30 days.
- Interpret laws and regulations; ensure Housing Programs activities comply with all laws, policies, regulations, the Administrative Plan, and strategic plans established by the department director.
- Complete quality control of assigned SEMAP components including monitoring of PIC transmission to ensure correct data including special program coding on 50058s.
- Ensure monthly quality control of completed transactions related to new HAP contracts, and annual and interim recertifications.
- Monitor QC tracking to identify error ratios and determine training needs according to the quality of work completed.
- Conduct quarterly training according to errors identified during QC reviews.
- Maintain absolute confidentiality of work-related issues, client records, and SNRHA information.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. S 552A} as amended.
- Represent the Housing Authority on highly visible and sensitive issues before internal and external constituencies. Serve as a technical expert or key contributor involving independent decision-making. Explain and interpret program requirements to staff.
- Comply with SNRHA and department rules, policies, procedures, and practices.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment in the performance of job duties.
- Perform other job-related duties and responsibilities as required and/or assigned.

This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, are further assessed in order to determine how well (s) they meet the minimum qualifications of the position and the immediate needs of the agency. Applicants should possess the following:

- Bachelor's degree in Public Administration, Business Administration, or a closely related field.
- Five (5) years of increasingly responsible experience in the operation of public housing or closely related social service agencies.
- Two (2) years of relevant program management experience.
- Two (2) years of prior supervisory experience.
- Excellent verbal and written communication skills; strong presentation skills; adept with a variety of multimedia training platforms and methods; ability to evaluate and research training options and alternatives; ability to design and implement effective training and development.
- Working knowledge of HUD's IMS/PIC computer system.
- Demonstrated proficiency with Microsoft Office Suite and other industry-specific program software (e.g., Yardi).

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Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Bilingual skills (English/Spanish).
- Possession of the following certifications (or ability to acquire within 1st year of employment is required):
 - Section 8 HCV Program Management
 - Section 8 Rent Calculation
 - Section 8 Eligibility Determination
 - Other technical certifications as required by SNRHA
- Experience assisting a diverse population of residents and tenants, including low-income, disabled, and elderly.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who “meet” minimum qualifications are further assessed in order to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact our Human Resources Department (702.477.3170).

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