



An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-055	Housing Programs Supervisor
Number of Openings	Compensation (Depending on Experience, DOE)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$65,049.92 (Step 1) - \$103,992.09 (Step 20) annually <i>The typical starting range for this position is between \$65,049.92 and \$71,803.05 DOE</i>

Opening Date	Closing Date
November 25, 2024 <i>Applications are reviewed on a rolling basis.</i>	December 5, 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
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Incomplete applications will not be considered.</p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <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 within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

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

Employee Benefits
<p>Pay is only part of the generous 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/Employee-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.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting Housing Program Supervisor 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.snrha.org.</p> <p>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, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Housing Programs Supervisor manages staff engaged in housing assistance, including overseeing assigned functions such as eligibility, inspections, new leases, reexaminations, and terminations; performs related work as required by the designated area</p>
Duties and Responsibilities
<p>This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.</p>

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.

Housing Program Supervisor

Plans, organizes, prioritizes, assigns, reviews, and evaluates the work of professional, clerical, and technical staff engaged in housing or related activities and services.

Provides input in developing and implementing goals, objectives, policies, and priorities for housing programs; recommends and administers policies and procedures; and participates in preparing and managing budgets.

Oversees and participates in developing and administering Housing Authority programs; ensures that programs comply with Federal and State laws, regulations, and reporting requirements.

Monitors laws, regulations, and technology changes that may affect program operations.

Provides staff training on matters such as new processes, software updates, and verification tools; prepares instruction, documentation, and procedural guides; trains, counsels, develops, and motivates employees in appropriate work procedures, standards, practices, and behavior, including workplace safety; audits and provides quality control for the department.

Performs the most complex and sensitive work in housing programs and eligibility functions; responds to complex and sensitive public inquiries and complaints; and assists with resolutions and alternative recommendations.

Performs a variety of complex data compilation and research; prepares summaries, reports, and correspondence.

Maintains program integrity; investigates possible program violations. Prepare information for and present/conduct hearings.

Maintains and applies knowledge of applicable laws, regulations, and Department of Housing and Urban Development (HUD) guidelines.

Attends department and organization meetings; participates in various mandatory training activities; obtains and maintains housing certificates for multiple departments related to assignment as described below.

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

Minimum Qualifications

Applicants who meet minimum qualifications may be further considered for this position. Applicants should possess the following:

- Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in social work, sociology, urban studies, public administration, or a related field.
- Three (3) years of experience administering public/affordable housing programs and/or human and social services work experience.
- Experience working with homeless or other vulnerable populations.

Excellent communication, conflict resolution, negotiation, problem-solving, crisis management, and organizational skills.

Preferred Qualifications

Preference may be given to applicants who possess the following:

- Prior experience working with a housing agency.
- General knowledge of social services available to vulnerable populations within the city.
- For Eligibility, the following HUD-approved certifications are preferred: Rent Calculations and Eligibility in the Low-Income Housing Program.
For Housing Choice Voucher, the following HUD-approved certifications are preferred: Public Housing Management (PHM), Public Housing Rent Calculation, and HCV Management certification.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, and background investigation.

Reasonable Accommodation

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

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Housing Program Supervisor