

Wabash Area Development, Inc.
Position Description

JOB TITLE: Housing Director
DEPARTMENT: Housing
REPORTS TO: Executive Director
GRADE LEVEL: X
PREPARED BY: Critical Records/Risk Management Coordinator
PREPARED DATE: 5/31/2022
APPROVED BY: Executive Director
APPROVED DATE:

SUMMARY: This position manages the day-to-day operations of the housing program; responsible for grant planning and administration; program development; executing plans; and ensuring compliance of all regulatory measures. The Housing Director performs all work in accordance with Federal, State and local rules and regulations, including safety and health, and funding source regulations. Works under the direction of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each job duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Plans, organizes, and directs Housing activities.

Determine source of funds for Housing projects in conjunction with Program Directors (when necessary) and Fiscal.

Reviews and follows current written procedures for implementing the Housing programs.

Develop Housing program budgets in conjunction with Program Directors (when necessary) and Fiscal.

Complete funding applications.

Review applications and approve eligible homes for the Housing program.

Conducts random reviews of up to 10% of eligible homes for the Housing program as a part of quality control.

Monitors and evaluates subordinates.

Coordinate Central Office program staff, ensuring proper documentation of office/field procedures.

Manage Housing program to ensure implementation is timely, accurate, and in compliance with program regulations.

Attend workshops and training as needed.

Ensure staff receive required and Program Director approved training in a timely manner.

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Submit written problem-solving actions of relevant, pertinent issues to Executive Director.

Review monthly program financials.

Manage housing office staff to ensure all paperwork is completed properly and in a timely manner.

Responsible for submission of time sheets and leave requests for self and subordinates.

Turns in payroll changes forms and other personnel items to CR/RM Coordinator.

Analyzes monthly progress reports and adjusts plan as required to meet deadlines of all contracts.

Participate in the interview and hiring process of Housing staff.

Perform performance evaluations on Central Office Housing staff.

Monitors and approves housing purchase orders of \$100.00 or less.

Manage program records and files.

Keep the Core Management Team informed on changes, compliance issues, etc..

Submit monthly/quarterly reports to CEO, funding agencies, and Board, as needed.

Attend WADI Board meetings.

Performs other related duties as assigned or required

Supervisory Responsibilities: Supervise Weatherization Assessor/Inspector, Energy Verifier, Energy Specialist, Energy Coordinator, being responsible for their overall direction, coordination, and evaluation. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving conflicts.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Design – Generates creative solutions; Demonstrates attention to detail.

Vendor Service – Manages difficult or emotional vendor situations; responds promptly to vendor needs; Solicits vendor feedback to improve service; responds to request for service and assistance; Meets commitments.

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Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Project Management – Develops component workplans.

Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Ethics – Treats people with respect; Keeps commitments; Inspires trust of others; Works with integrity and ethically; Upholds organizational values.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Maintains confidentiality; remains open to others' ideas and tries new things; Listens to others without interrupting; Keeps emotions under control; Respect others time and space.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Completes work in a timely manner; Always willing to help others when feasible.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality – Is consistently at work and on time; Arrives at meetings and appointments on time; Ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Oral Communication – Listens and gets clarification; Demonstrates group presentation skills; Participates in meetings.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others' view.

Delegation – Delegates work assignments; Matches the responsibility to the person; Provides recognition for results.

Leadership – Inspires and motivates others to perform well; Gives appropriate recognition to others.

Planning/Organizing – Prioritizes and plan work activities; Uses time efficiently.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Continually works to improve supervisory skills.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures.

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Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments. Understands the dynamics of the operation of a successful business.

Planning/Organizing – Prioritizes and plan work activities; Uses time efficiently.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Have or be able to attain technical training and/or certificates required by funding sources

Education and/or Experience:

Bachelor's degree preferred, two (2) years housing/lending experience, computer experience. Must be able to attain (within one year of hire) any technical training and /or certificates required by funding sources or agency.

Language Skills

Ability to read, comprehends, follow oral and written instructions and program guidelines. Ability to complete required paperwork, forms, program related documentation, and to communicate with program participants and staff ability to effectively present information in one-on-one and group situations to customers, clients, and other staff in order to explain program objectives and procedures. Ability to respond to questions from customers, clients, and staff.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Understand amortization schedules and other construction and housing program related issues.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheets; and Word Processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this 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 regularly required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 50

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lbs. Specific vision abilities required by this job require close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Background Check: Must successfully complete a pre-employment criminal background check and motor vehicle record check.

Staff Signature

Date

Supervisor's Signature

Date