

Community Action Program, Inc. of Western Indiana Job Description

Position: Housing Director

Immediate Supervisor: Executive Director

Supervisory Responsibility: Weatherization Staff, Property Manager, Property Superintendent, Section 8 Manager, Financial Counselor, Construction Project Manager

Job Base: Central Office

FLSA Status: Exempt

Classification: 11

Effective: September 2024

General Summary of Position:

Chief Officer with primary responsibility for the overall operation of Housing and Development. Responsible for formulating, administering, and managing specified program of fiscal policies, for budget planning and monitoring, and for the supervision or delegation of staff supervision. Serves as a member of Management Team and Administrative Advisory Staff.

Essential Functions:

1. Primary responsibility for supervision of all specified program management staff under the Housing Division.
2. Responsible for hiring, supervising, evaluating staff, and assessing and providing for training needs.
3. Primary responsibility for monitoring division programs in order to assure delivery of quality services to eligible persons and meet agency missions. Monitoring must ensure compliance with funding source requirements, including budget expenditures and reports.
4. Ensure that required or requested reports are prepared and presented at Board meetings, to funding sources, and other agencies or groups by appropriate staff.
5. Develop, maintain, and assess on-going work program of directors under the division to ensure that assigned tasks of other departments are carried out in a smooth and efficient manner.

6. Primary responsibility for effective, efficient financial administration, programmatic operations and components in the area of assignment.
7. Provide support to the Associate Director of Administration and Community Services to ensure the development and maintenance of quality financial, personnel, and business services systems, and with the preparation of grants, budget proposals and modifications within the area of assignment.
8. Develop and maintain good working contacts and relationships with news media and act as a liaison and/or provide support for other departments in the agency.
9. Establish and maintain on-going communication with low-income groups, government, and social service community leaders. Serve as a liaison for appropriate funding sources.
10. Coordinate with appropriate staff and any contractual consultants the Agency Annual Report, Agency Brochure, and any other publication for the Division.
11. Plan and develop expanded services, both in current and new activities, and develop new resources for funding in conjunction with other staff and agencies as appropriate.
12. Develop, coordinate, and maintain information and referral resources utilizing community organizations and agencies in the service area. Provide support and assistance to new resources when appropriate.
13. Assist in on-going needs assessments, participant data collection, program recommendations, development of work program goals, budgets, and program evaluation.
14. Maintain and negotiate rental agreements and leases for agency facilities, excluding Head Start.
15. Responsible for advising the Executive Director on policy formulation and program procedures.
16. May be assigned to coordinate or supervise special administrative projects and staff.
17. May be assigned other duties dependent upon Agency need and demonstrated capabilities.
18. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. General knowledge of anti-poverty programs. General knowledge of nature and effect of public and private policies and agency/group procedures which effect the incidence of poverty. Specialized knowledge of policy making and administrative procedures of human service organizations.
2. Ideally possess high level of skills in policy planning, administrative procedures, team management, leadership decision making processes, and trouble shooting.
3. Must possess sensitivity to low-income people, professional/para-professional staff, and public/community leaders.
4. Preference given to persons with Bachelor's Degree in at least one of the following or related areas: Business Management, Public Administration, Social Sciences or related field and/or equivalent demonstrated ability of work/training experience to enable completion of assigned duties to achieve identified goals.
5. Demonstrated successful, professional experience in project coordination, management, administration, budget planning and evaluation.
6. Professional acceptance of responsibility and confidentiality.
7. Must carry liability insurance on personal vehicle and provide proof of such to Personnel department upon request.
8. Must have valid driver's license and be available and willing for extensive out-of-town and overnight travel.
9. Must possess high level of ingenuity, creativity, excellent verbal facility and writing skills.
10. Visual reading and manual writing required.
11. Must have flexibility of movement to stoop, bend, climb, carry, and lift.