



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for ***RENTAL ASSISTANCE ADMINISTRATOR***

THE POSITION

the Rental Assistance Administrator is responsible for a broad range of duties related to the planning, implementation, supervision, and optimization of programs offered by the Housing Authority's Rental Assistance department. The Administrator assists in the management and training of all Rental Assistance staff.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer competitive salaries based on skills and experience, an exceptional benefits package, a robust defined benefit retirement plan, and ample opportunities for growth. Our benefits package includes:

- ◆ 100% employer paid health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ Excellent vacation & sick leave accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ 100% employer paid retirement contribution for the Public Employees Retirement System (PERS)
- ◆ Paid Parental Leave
- ◆ 457(b) retirement savings program
- ◆ Employer paid life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

- ⇒ Starting annual salary \$65,998.40
- ⇒ Merit increases to \$97,552.00

CONDITIONS OF EMPLOYMENT

This is a full-time, exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check and credit check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to complete an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Housing Authority of the City of Reno

RENTAL ASSISTANCE ADMINISTRATOR

DEPARTMENT: Rental Assistance
REPORTS TO: Director of Rental Assistance
Exempt/Grade: Exempt / Grade 7

SUMMARY

Under general direction, the Rental Assistance Administrator is responsible for a broad range of duties related to the planning, implementation, supervision, and optimization of programs offered by the Housing Authority's Rental Assistance department. The Administrator assists in the management and training of all Rental Assistance staff.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Assists with the development, implementation and/or administration of the department's services and programs.
- Participates in managing the daily operations of the Rental Assistance department.
- Evaluates and recommends modification of rental assistance program operations to increase program effectiveness and outcomes.
- Supervises, guides, motivates, and evaluates assigned staff. Provides and coordinates staff training and works with employees to correct deficiencies.
- Reviews, develops, and implements departmental policies and procedures, including developing and maintaining training manuals.
- Assists in the development and administration of the department's annual budget.
- Assists with monitoring data for transmission to PIC.
- Performs Quality Control file audits of Rental Assistance files, ensuring compliance with all applicable regulations.
- Conducts file reviews with clients and applicable staff and presents the Housing Authority's position in informal hearings.
- Sends quarterly correspondence to local agencies to ensure compliance with Lead Based Paint requirements.
- Ensures program compliance with applicable HUD regulations, applicable state and local regulations, and RHA policies and procedures.
- May conduct individual or group briefing sessions to explain program requirements to landlords.
- Coordinate and complete periodic quality control inspections of voucher assisted housing and monitors HUD regulation compliance with HQS.
- Represents rental assistance programs to other Housing Authority departments and outside

agencies; explains and promotes RHA programs, policies and activities; including ability to resolve conflicts and reach resolutions.

- Responsible for the oversight of assigned activities/projects including implementation, timeliness, staff performance and accountability for project outcomes.
- Participates in after-hours meetings and activities as needed.
- May serve as "back-up" to other positions in the Rental Assistance Office.
- May assist with work in other programs/departments as needed.
- Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business, social services or a related field from an accredited college or university.
- Three (3) years of increasingly responsible experience working in a subsidized housing program or a social service program that required an intermediate level of knowledge of program policies and procedures.
- Two (2) years of experience as a supervisor or lead worker.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the theory, principles and practices in the design, implementation, and evaluation of social service programs.
- Knowledge of HUD and Authority low-income housing programs and regulations.
- Knowledge of ethical and legal obligations regarding confidentiality and program requirements.

Position descriptions are intended to present a descriptive list of the range of duties performed by the title and is not all-inclusive. May be expected to perform job-related duties other than those listed.

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Est: 05/88;



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- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal supervision.
- Ability to effectively make decisions, plan, organize, coordinate, and establish program goals, and initiate and execute procedures.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to handle confidential information with discretion and independent judgement, and in compliance with regulations, laws, and policies.
- Ability to effectively communicate verbally and in writing.
- Ability to understand, interpret and apply rules, regulations, procedures, and directives.
- Ability to coordinate and review the work of staff in carrying out diversified activities.
- Ability to prepare and provide effective public presentations to diverse groups including culturally, socially, and economically diverse populations, seniors, persons with disabilities, landlords, community partners, and professional colleagues.
- Ability to establish and maintain effective and cooperative working relationships with clients, landlords, community partners, RHA staff, and the public.
- Ability to use various computer programs accurately and efficiently.
- Ability to drive a vehicle to different assisted properties and community meetings, requiring a valid Nevada Driver's License in good standing.
- Skilled in conflict resolutions and mediation methods and techniques.
- Skilled in providing a high level of customer service by effectively dealing with the public, clients, landlords, and RHA staff.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasionally lift, carry, push, and pull materials and objects up to 10 pounds.

ADDITIONAL REQUIREMENTS

- Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work indoors in an office setting with the need to meet strict deadlines, regularly operate standard office equipment including computers, printers, telephones, and copiers.

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