

HOUSING AUTHORITY OF THE CITY OF SUPERIOR, WISCONSIN

JOB POSTING

Position Title: Director of Housing Programs

Department: Housing Programs

Reports To: Executive Director

Supervises: Housing Programs Department Staff

Employment Status: Full-Time

Classification: Exempt

Salary Range: \$80,000 – \$90,000 annually

Position Summary

The Superior Housing Authority (SHA) is seeking a qualified and experienced professional to serve as **Director of Housing Programs**. This position is responsible for assisting the Executive Director in the administration, oversight, and strategic management of the Authority's housing programs, including Public Housing, Housing Choice Voucher (HCV), Project-Based Rental Assistance (PBRA), and other federally assisted housing programs.

The Director of Housing Programs provides leadership, supervision, compliance oversight, quality assurance, and operational direction to ensure programs are administered effectively and in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, federal requirements, agency policies, applicable laws, and industry best practices.

This position serves as a key member of the agency leadership team and works collaboratively with the Executive Director, staff, residents, community partners, HUD representatives, consultants, and other stakeholders to improve program performance, strengthen compliance, enhance resident services, and advance the Authority's strategic goals.

Essential Duties and Responsibilities

A. Housing Program Leadership and Administration

- Oversees the administration, operation, and performance of SHA housing programs, including Public Housing, Housing Choice Voucher, Project-Based Rental Assistance, and other affordable housing programs.
- Provides direct supervision, leadership, coaching, and performance management to Housing Programs Department staff.
- Establishes expectations, evaluates performance, identifies training needs, and promotes accountability, teamwork, and professional development.

- Provides direction and oversight to ensure program activities are completed accurately, efficiently, and within required HUD timelines.
- Advises the Executive Director regarding program operations, challenges, performance trends, and opportunities for improvement.
- Assists with departmental budget preparation, monitoring, projections, and recommendations regarding financial stability.
- Ensures required program reports are accurate, complete, and submitted timely.

B. Housing Program Compliance and Quality Assurance

- Ensures compliance with HUD regulations, federal requirements, agency policies, Admissions and Continued Occupancy Policy (ACOP), Administrative Plan, Tenant Selection Plans, leases, and related program documents.
- Monitors program performance indicators, including:
 - Occupancy rates
 - Housing utilization
 - Leasing activity
 - Waiting lists
 - Eligibility determinations
 - Rent calculations
 - Certifications and recertifications
 - Inspections
 - File quality
- Reviews and interprets HUD notices, regulatory updates, and program guidance and ensures timely implementation.
- Coordinates preparation for HUD reviews, audits, SEMAP reviews, NSPIRE inspections, and other regulatory monitoring activities.
- Develops and implements corrective action plans when deficiencies are identified.
- Provides guidance and technical support regarding housing regulations, procedures, and program requirements.

C. Housing Development, Conversion, and Special Projects

- Provides oversight and support for housing repositioning initiatives, including:
 - Project-Based Rental Assistance (PBRA)
 - Section 18 disposition
 - Other affordable housing initiatives
- Supports agency efforts related to public housing conversion, preservation of affordable housing assets, and long-term sustainability.
- Coordinates with HUD, consultants, developers, legal counsel, residents, and community partners on housing initiatives.
- Assists with implementation of strategic projects designed to improve operational efficiency and resident outcomes.

D. Systems Management and Reporting

- Provides oversight of housing program information systems to ensure accurate data entry, reporting, and compliance.
- Supports implementation, improvement, and utilization of agency software systems, including housing management, reporting, inspection, and compliance platforms.
- Assists with system improvements, data integrity reviews, workflow enhancements, and technology implementation.
- Ensure staff receive appropriate training and maintain proficiency with required technology systems.
- Reviews reports and data to identify trends, risks, and opportunities for program improvement.

E. Board Reporting and Agency Communication

- Prepares and presents monthly Housing Programs reports to the Board of Commissioners.
- Keep the Executive Director informed of program activities, compliance matters, operational concerns, and recommendations.
- Maintains confidentiality of agency records, resident information, personnel matters, and other protected information.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

The successful candidate must demonstrate:

- Thorough knowledge of HUD-assisted housing programs, including Public Housing, Housing Choice Voucher, Project-Based Rental Assistance, RAD, and related affordable housing programs.
- Knowledge of federal housing regulations, including:
 - Housing Opportunity Through Modernization Act (HOTMA)
 - Fair Housing requirements
 - Violence Against Women Act (VAWA)
 - Enterprise Income Verification (EIV)
 - Income eligibility requirements
- Ability to interpret and implement HUD regulations, notices, policies, and program guidance.
- Strong analytical skills and ability to evaluate program data and develop corrective action plans.
- Demonstrated leadership and supervisory experience.
- Ability to manage multiple priorities, projects, and deadlines.
- Excellent written and verbal communication skills.
- Ability to establish and maintain effective working relationships with employees, residents, government agencies, community organizations, and the public.
- Strong organizational skills, attention to detail, and sound decision-making abilities.
- Proficiency with computer systems, reporting tools, and housing management software.

Minimum Qualifications

Education and Experience

- Graduation from an accredited four-year college or university with a degree in Business Administration, Public Administration, Housing Management, Social Services, or a related field; **and**
- Seven (7) years of progressively responsible experience in affordable housing, public housing management, government administration, or related field, including supervisory experience;

OR

- Any combination of relevant education, training, and work experience deemed equivalent by the Executive Director.

Preferred Qualifications

The ideal candidate will possess experience and knowledge in the following areas:

RAD and Housing Repositioning Experience

- Experience managing or supporting Rental Assistance Demonstration (RAD) conversions, Section 18 dispositions, PBRA conversions, or other public housing repositioning initiatives.
- Experience coordinating with HUD, consultants, developers, legal counsel, and other stakeholders during conversion activities.

PBRA and Affordable Housing Experience

- Experience administering Project-Based Rental Assistance programs, Housing Assistance Payments (HAP) contracts, and multifamily housing compliance requirements.
- Knowledge of Low-Income Housing Tax Credit (LIHTC) developments, affordable housing financing, WHEDA programs, or similar affordable housing programs.

Housing Management Software Experience

- Experience with housing management systems such as **Yardi Voyager, RealPage, or similar HUD housing software platforms.**
- Experience supporting software implementation, data migration, reporting improvements, and staff technology training.

HUD Compliance and Regulatory Implementation Experience

- Experience implementing HUD regulatory changes, including HOTMA requirements.

- Experience preparing for and responding to HUD monitoring reviews, SEMAP reviews, NSPIRE inspections, audits, and corrective action plans.
- Ability to analyze program performance data and implement strategies to improve compliance, occupancy, utilization, and operational effectiveness.

Leadership and Organizational Improvement Experience

- Experience leading housing program teams and developing procedures, policies, and workflow improvements.
- Demonstrated ability to build effective teams and promote accountability, collaboration, and continuous improvement.

Certifications and Licenses

- Valid driver's license and proof of insurance required.
- Certification as a Public Housing Manager (PHM), Housing Choice Voucher Specialist (HCV), or equivalent HUD housing certification preferred.
- Must obtain required certifications within a reasonable timeframe as determined by the Executive Director.

Physical Requirements

The employee must be able to perform the essential functions of the position, including:

- Sitting, standing, walking, reaching, bending, pulling, lifting, fingering, grasping, talking, hearing, and performing repetitive motions.
- Performing office-related duties requiring computer use, reading, document preparation, and analysis.
- Occasionally lifting office materials up to 20 pounds.
- Maintaining visual acuity is necessary to analyze data, review documents, and operate computer equipment.

Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.

Equal Opportunity Employer / Fair Housing Commitment

The Superior Housing Authority is committed to equal opportunity employment and fair housing principles. SHA prohibits discrimination and is dedicated to providing quality housing services to individuals from diverse backgrounds.

The successful candidate must demonstrate a commitment to nondiscrimination, equal opportunity, confidentiality, and respectful service to residents, employees, and the community.

Benefits Package

The Superior Housing Authority offers a competitive benefits package, including:

- 13 Paid Holidays
- Personal Leave
- Vacation Time
- Vacation Time Donation Program
- Sick Leave
- Health Insurance
- Dental Insurance
- Life Insurance
- Retirement Plan
- 457 Deferred Compensation Plan
- Long-Term Disability Insurance
- Mandated Benefits

How to Apply

Interested candidates should submit a resume and cover letter demonstrating relevant affordable housing leadership experience.

Applications will be accepted until the position is filled.

Submit Applications To:

Superior Housing Authority: Rhonda@superiorhousing.org

About the Superior Housing Authority

The Superior Housing Authority provides safe, quality, and affordable housing opportunities while promoting self-sufficiency, community partnerships, and resident well-being.

SHA administers multiple HUD-assisted housing programs and continues to advance innovative affordable housing initiatives focused on preservation, compliance, operational excellence, and long-term sustainability.