



CITY OF ANAHEIM  
invites applications for the position of:

## Housing Programs Administrator

**SALARY:** \$7,176.42 - \$9,867.58 Monthly  
\$86,117.00 - \$118,411.00 Annually

**OPENING DATE:** 02/23/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**



The Anaheim Housing Authority is seeking an experienced administrator to supervise and coordinate the activities of a major section including Operations and Grants, Intake, or Occupancy, and to provide highly responsible and complex staff assistance to the Housing Authority Manager.

**ESSENTIAL FUNCTIONS:**

- Participate in the development and implementation of goals, objectives, policies, and priorities for area of assignment; recommend and implement resulting policies and procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate, and review the work plan for assigned services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Assist with providing the Anaheim Resident Advisory Board, Neighborhood Councils, California State Department of Housing, Housing Commission and Community Development Advisory Board with training for participating in developing and establishing community development and housing programs using federal funds; communicate funding allocations and eligible uses of funds within the framework of regulatory constraints; explain and discuss relevant legislative issues.

- Attend and participate in professional group meetings; maintain awareness of new trends, funding opportunities, and developments in the fields related to area of assignment; incorporate new developments as appropriate into programs.
- Provide technical assistance to outside government agencies, educational institutions, business organizations (for-profit and non-profit) and members of the religious community with whom the City partners in implementing federally-funded housing and community development programs.
- Perform related duties as required.

## QUALIFICATIONS:

- Five years of responsible experience that is current and related to area of assignment that includes experience in the supervision and coordination of housing operations and one year of administrative and/or lead supervisory experience supplemented by a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.
- Knowledge of operational characteristics, services and activities of Housing Authority programs; HUD operating regulations, audit regulations, and notice of funding procedures and policies; principles and practices of public housing and the application to a variety of housing assistance programs; regulations and administration of the project-based voucher program, Mainstream program, Veterans Affairs Supportive Housing (VASH) program and other special housing programs; housing-related federal entitlement programs; complex housing programs; needs assessment techniques; housing program quality control, reporting and implementation requirements; housing regulations and impact of non-compliance; Brown Act requirements; principles grant funding sources and processes; principles of budget preparation and control; principles of supervision, training, and performance evaluation; principles and procedures of record keeping; principles of business letter writing and report preparation; modern office procedures, methods, and equipment including computers; computer applications such as word processing, spreadsheets, and statistical databases; pertinent federal, state, and local laws, codes, and regulations.
- The ability to coordinate and direct the services and activities of assigned major section of the Housing Authority; supervise, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, policies, and procedures for providing assigned services; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; interpret and communicate in simplified terms, complex regulatory requirements and changes pertaining to housing assistance and federal entitlement programs; extract and communicate regulatory requirements that apply to programs; attend and conduct community and other meetings; effectively make staff recommendations to meeting/hearing participants; respond to questions and concerns voiced by participants; analyze reporting requirements; interpret and respond to Notices of Funding Availability; prepare clear, concise and accurate written documents, grant applications and reports; participate in the preparation and administration of assigned budgets; plan and organize work to meet changing priorities and deadlines; effectively represent the assigned program areas to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, City officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility; interpret and explain policies and procedures related to area of assignment; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.
- Bilingual ability in Spanish, Vietnamese, Korean or Arabic is highly desirable.
- Possession of a valid Class C California Driver's License by date of appointment.

**SUPPLEMENTAL INFORMATION:****IMPORTANT APPLICATION INFORMATION AND INSTRUCTION**

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. The deadline for the first review of applications is on **Wednesday, March 20, 2019 at 5:00 PM**. Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.

The selection process will consist of a written exam and oral interview

The eligibility list established from this recruitment may also be used to fill the current and/or additional future vacancies throughout the division.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.anaheim.net/jobs>

Position #2019-00052  
HOUSING PROGRAMS ADMINISTRATOR  
EC

201 S. Anaheim Blvd., Suite 501  
Anaheim, CA 92805  
714-765-5111

[employment@anaheim.net](mailto:employment@anaheim.net)

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**Housing Programs Administrator Supplemental Questionnaire**

- \* 1. How many years of responsible experience do you possess working in subsidized housing programs and housing-related, federally subsidized programs?
  - Five (5) years of more
  - Some but less than five (5) years
  - None
- \* 2. Describe your experience to include supervising, planning and directing operations of these type of programs. Include the agencies you worked for, your title, and periods of employment. If none write "n/a".
- \* 3. Please elaborate on your experience supervising professional, technical, exempt and clerical support staff, including contract employees. Include the number and type of employees supervised and your related responsibilities (i.e., hiring, training, evaluating, disciplining, separating):
- \* 4. Do you have a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a related field?

Yes  No

- \* 5. If yes, please state the degree you received and the institution it was received from:
  
- \* 6. Please describe your experience administering the project-based voucher program. Please be specific regarding the number and types of projects for which you administered project-based vouchers and what your responsibilities entailed.
  
- \* 7. Describe your experience in preparing and administering municipal budgets and HUD budgets, including any experience in financial forecasting and grants management:
  
- \* 8. Describe your experience in interpreting federal, state and local regulations for the purpose of training others:
  
- \* 9. Do you have fluent bilingual abilities in Spanish, Vietnamese, Korean, or Arabic?  
 Yes  No
  
- \* 10. If yes, please state the language (s) you are fluent in and whether the fluency is oral, written or both:
  
- \* Required Question