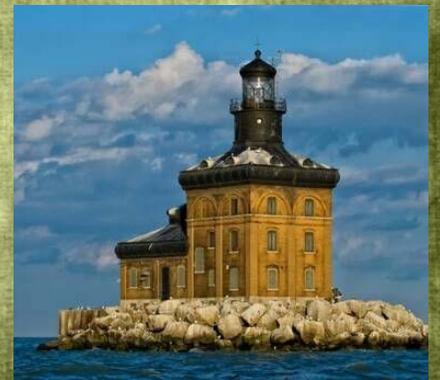




Vice President of Housing Choice Voucher Programs
Toledo, OH

Lucas Metropolitan Housing Authority
where opportunity lives™



Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

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Lucas Metropolitan Housing Authority (LMHA)

The Lucas Metropolitan Housing Authority (LMHA) has provided housing opportunities to Lucas, Fulton, Wood and Monroe county residents for over 80 years. It was established in 1933 as one of the first Public Housing Authorities to be chartered, and is among the fifty largest PHA's in the United States. Governed by a five-member Board of Commissioners serving staggering five-year terms, the Commissioners are appointed as follows; two appointed by the Mayor, one appointed by the County Commissioners, one appointed by the Common Pleas Court and one appointed by the Probate Court. LMHA is also governed by the Ohio Revised Code governing conflict of interest, open public meetings, public information and rules of conduct for public officials, among many others. The agency is committed to serving individuals and families that receive less than 30 percent of the area median income by providing and preserving public housing units, creating a safer and healthier environment, and improving the quality of life for residents.

LMHA owns and manages approximately 2,709 public housing and administers 4,663 federal Housing Choice rental assistance vouchers.

LMHA's mission and vision:

Mission: Housing is vital to our past, present and future! We create quality housing opportunities and build communities through collaborative partnerships. While stimulating economic growth, we empower individuals and develop the neighborhoods of tomorrow for the people of today.

Vision: We envision a society that delivers on the promise of a quality life our veterans fought for, our seniors saved for, our young parents work for, and our children will remember us for.

Position Summary

Reporting to the Chief Operations Officer the Vice President of Housing Choice Voucher Programs plans, develops, implements, and monitors the Authority's Housing Choice Voucher Programs. The incumbent is responsible for interpreting federal, state, and local regulations regarding the implementation of programs, and makes policy recommendations to ensure departmental compliance.

All activities must support Lucas Metropolitan Housing Authority ("LMHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work.

- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training staff, acting on employee problems, and recommending and implementing discipline.
- Directs the Housing Choice Voucher Program (HCVP); plans, organizes, coordinates, monitors, and implements HCVP program to ensure that all functions are conducted in an efficient manner in accordance with federal, state, local, Authority, and HUD rules and regulations.
- Develops policies and procedures to ensure the effectiveness of all HCV related programs and to adhere to HUD rules, and regulations; maintains knowledge of and promotes compliance and enforcement of all applicable regulations for the HCV and related programs.
- Develops Administrative Plan, short-term, and long-term department goals based on new or revised Authority goals, federal, state or local regulations and statutes; recommends, develops, and implements changes to policies based on revisions.
- Oversees development of department operating budget development and monitors activity. Assures that obligations and costs are in compliance with applicable laws. Maintains accurate internal records of activities and transactions.
- Manages data related to daily activities of HCVP operations and develops and implements data tracking and reporting systems.
- Ensures HUD performance standards and other reporting requirements are maintained at high performance level and/or improved if required; ensures accuracy and efficiency of all HCV utilization activities to include a comprehensive written quality control process; conducts quarterly reviews and audits to assure that policies, procedures, and regulations are adhered to.
- Directs the landlord services functions, which includes initial, annual, interim, special and quality control inspections, rent reasonableness determinations, landlord clearance, contracting, education and outreach to prospective landlords/units, supervision of staff and monitoring of inspection contracts.
- Monitors department performance and policy adherence, personnel training and development, and proposed changes in policies, procedures, guidelines, and personnel development.
- Represents the Housing Authority when meeting with elected officials, private landlords, housing advocacy groups and organizations, community associations, and other agencies to explain program policies, requirements, etc.

- Responsible for the timely preparation, review, and submission of reports submitted to HUD and executive staff related to the HCVP.
- Prepares and presents a variety of reports, provides research information for senior management staff, and responds to correspondence; presents monthly reports on the status of the HCVP for the Board of Commissioners.
- Meets all job safety requirements and all applicable OSHA/PERRP safety standards that pertain to essential functions.
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Leadership

Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates.

Job Knowledge

Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment

Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Professional Behavior

Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability & Judgment

Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Teamwork

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Education and Experience

- Bachelor's Degree in public administration, business administration, or related field required.
- A minimum of seven (7) years of experience in public and/or assisted housing, with a minimum of three (3) years managing a major program in a supervisory capacity.
- Master's Degree preferred.
- An equivalent combination of education and experience may be considered.

Must possess a valid Ohio or Michigan driver's license and be insurable under the Authority's plan.

Technical Skills

- To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.
- Must obtain a HCVP Housing Quality Standards Certification and a HCVP Occupancy Certification within one (1) year of employment, and must complete training in HCV Executive Management and HCV Financial Management and Reporting.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Kimberly Sallie

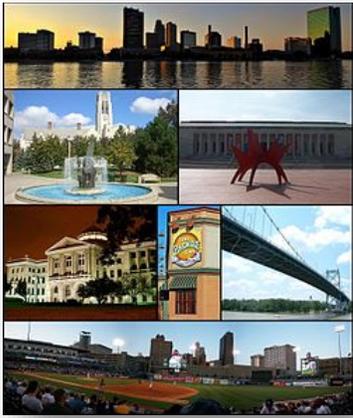
Gans, Gans & Associates, 7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7016 Fax: (813) 986-4775

E-mail: kimberly@gansgans.com

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.





Toledo is the fourth most populous city in the state of Ohio and is the county seat of Lucas County. Toledo is in northwest Ohio, on the western end of Lake Erie, and borders the State of Michigan.

The city straddles the Maumee River at the southern end of Maumee Bay, the westernmost inlet of Lake Erie. Toledo sits north of what had been the Great Black Swamp, giving rise to another nickname, *Frog Town*. An important ecological site, Toledo sits within the borders of a sandy oak savanna called the Oak Openings Region that once took up over 300 square miles. Toledo is located within approximately four hours or less of seven major US cities: Detroit, Cleveland, Columbus, Cincinnati, Pittsburgh, Indianapolis, and Chicago.

Recreation

The Toledo Zoo was the first zoo to feature a *hippoquarium*-style exhibit. The Willis B Boyer is a former Cleveland-Cliffs lake freighter open to the public as a museum, located at International Park, across from downtown Toledo along the Maumee River.



The R. A. Stranahan Arboretum is a 47-acre arboretum maintained by the University of Toledo. Tony Packo's Cafe is located in the Hungarian neighborhood on the east side of Toledo known as Birmingham, and features hundreds of hot dog buns signed by celebrities. The Toledo Metroparks includes the University/Parks Trail and the Toledo Botanical Garden. On January 15, 1936, the first building to be completely covered in glass was constructed in Toledo. It was a building for the Owens- Illinois Glass Company and marked a milestone in architectural design representative of the International style of architecture, which was at that time becoming increasingly popular in the US. The Imagination Station hands-on science museum (formerly COSI Toledo), is located in downtown. The Toledo Lucas County Public Library was 4-star rated for 2009 by the Library Journal, sixth among the biggest spending libraries in the United States.



Toledo is home to the Toledo Mud Hens, one of minor league baseball's oldest teams, having first played in 1896. They currently play at Fifth Third Field which was completed in 2002. In 2005, the Mud Hens won the International League Governor's Cup Championship against the Indianapolis Indians and again in 2006 against the Rochester Red Wings for their 2nd and 3rd championships. The Mud Hens are the AAA affiliate of the MLB Detroit Tigers.

The Huntington Center is Lucas County's newest attraction. The \$105 million dollar state-of-the-art 8,000 plus seat multi-purpose arena is located in downtown Toledo. Huntington Center is also the home of the Toledo Walleye ECHL Ice Hockey Team. There are 20 private suites and 750 prestige club seats as well as a club-level lounge, a banquet facility, a team merchandise store and a modern scoreboard. The Huntington Center is the premier stopping point for national touring concerts and performances including musicians from every genre and world renowned family shows and well as local, state, and regional sporting events.

SeaGate Convention Centre is a performing arts and convention center located in downtown Toledo. The Centre's exhibit hall measures 74,520 square feet and seats up to 5,100 for a banquet 9,000 for a meeting, and 4,000 in a classroom configuration. SeaGate Convention Centre also features 17,552 square feet of meeting space.

Cedar Point is a 364-acre amusement park located in Sandusky, Ohio, an hour's drive from Toledo and sits on a narrow peninsula jutting into Lake Erie. Cedar Point is the only amusement park with four roller coasters that are taller than 200 feet. As of 2010, Cedar Point has more rides (75) than any other amusement park. It also has a mile-long white sand beach, an outdoor water park (Soak City), an indoor water park and hotel (Castaway Bay), two marinas, several hotels, and Challenge Park, which features attractions such as go-karts, miniature golf, Ripcord and Skyscraper. Known as "America's Roller Coast", Cedar Point has been deemed "Best Amusement Park in the World" by *Amusement Today* for 16 consecutive years.



Fine Arts

The Peristyle is the concert hall in Greek Revival style in the East Wing of the Toledo Museum of Art; it is the home of the Toledo Symphony Orchestra, and hosts many international orchestras as well. The Stranahan Theater is a major concert hall located on the city's south side. The

Toledo Opera has been presenting grand opera in the city since 1959. Its current home is the historic Valentine Theatre in Downtown. The Toledo Repertoire Theatre was created in 1933 and performs both Broadway hits and lesser-known original works. The Collingwood Arts Center is housed in a 1905 building designed by architect E. O. Fallis in the "Flemish Gothic" style. The parlor is used to showcase art exhibitions while the second and third floor rooms are rented to local artists. The Toledo Museum of Art is an internationally-acclaimed museum located in a Greek Revival building. It's Center for Visual Arts addition by Frank Gehry was added recently and the Museum's new Glass Pavilion across Monroe Street opened in August 2006. Toledo was the first city in Ohio to adopt a one percent levy for arts program and, as such, boasts many examples of public, outdoor art. The works include large sculptures, environmental structures, and murals by more than 40 artists. The Toledo Ballet provides an opportunity for area students to study ballet and perform their art.

Education

Primary and secondary schools

Toledo Public Schools operates public schools within much of the city limits, along with the Washington Local School District in northern Toledo. Toledo is also home to several public charter schools including two Imagine Schools. Additionally, several private and parochial primary and secondary schools are present within the Toledo area. The Roman Catholic Diocese of Toledo operates Roman Catholic primary and secondary schools. Private high schools in Toledo include Central Catholic High School, Maumee Valley Country Day School, St. Francis de Sales High School, St. John's Jesuit High School and Academy, Notre Dame Academy, St. Ursula Academy (Ottawa Hills), Cardinal Stritch High School (Oregon), the Toledo Islamic Academy, Freedom Christian Academy, Toledo Christian Schools, Emmanuel Christian, the David S. Stone Hebrew Academy (Sylvania), and Apostolic Christian Academy.

Colleges and universities

These higher education institutions operate campuses in Metro Toledo:

- The University of Toledo
- Bowling Green State University (Bowling Green)
- Davis College
- Lourdes College (Sylvania)
- Mercy College
- Monroe County Community College (Monroe)
- Owens Community College (Perrysburg/Oregon)
- Southwestern College
- Stautzenberger College (Maumee)
- Toledo Academy of Beauty
- Toledo Professional Skills Institute
- Herzing University
- ITT Tech (Springfield Twp.)



Transportation

Airports

Toledo Express Airport serves the city. For international flights and expanded destinations, the Detroit Metropolitan Wayne County Airport is a 40-minute drive north. Metcalf Field is a smaller regional airport east of Toledo.

Rail

Amtrak, the national passenger rail system, provides service to Toledo under the Capitol Limited and the Lake Shore Limited. Both lines stop at Martin Luther King, Jr. Plaza which was built as Central Union Terminal by the New York Central Railroad—along its Water Level Route—in 1950.