



M O N T G O M E R Y
HOUSING AUTHORITY

Director of Assisted Housing Programs
Montgomery, AL



Gans, Gans & Associates

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Montgomery Housing Authority

The Housing Authority of the City of Montgomery, often referred to as the Montgomery Housing Authority (MHA) was formed by a State of Alabama Charter on June 9, 1939. Rich in history, MHA like the City of Montgomery, has a storied past. Montgomery was the second city in the country to host government owned public housing communities. The first two public housing communities were commissioned by the Federal Works Administration and acquired by MHA in 1940. They would become MHA's first two managed properties, William B. Paterson Court and Riverside Heights. Both properties underwent immediate expansion to meet affordable housing needs, while MHA's first newly constructed public housing community was underway-Cleveland Court.

With the goal of not only developing affordable housing, but relieving the city of substandard housing, MHA razed a blighted section of distressed homes at Cleveland Avenue and Mill Street and developed in its place Cleveland Court (Home to civil rights pioneer Rosa Parks 1951-1957). Together Paterson Court, Riverside Heights, and Cleveland Court became the first three public housing communities owned and operated by MHA. Victor Tulane Court and Trenholm Court came online a few years later in 1952 and 1954, respectively.

During the 1960's-1980's, MHA added to its stock of affordable housing developments; Smiley Court, Gibbs Village, Cedar Park, and Richardson Terrace. Of those four properties, three remain: Smiley Court, Gibbs Village (which is now Gibbs Village East and Gibbs Village West), and Richardson Terrace, which underwent an award winning renovation in 2011 and is known today simply as The Terrace.

In recent years, MHA has aggressively sought to renovate and redevelop its housing stock. The former Victor Tulane Court site has been redeveloped into two separate developments. Victor Tulane Gardens was completed in 2005. The Plaza at Centennial Hill, a mixed-income development opened in 2013. MHA currently has eight public housing properties; Paterson Court, Cleveland Court, Smiley Court, Gibbs Village East, Gibbs Village West, The Terrace, Victor Tulane Gardens, and The Plaza at Centennial Hill.



Position Summary

Responsible for the day-to-day operations of the Montgomery Housing Authority's HCV program. The Director of Assisted Housing Programs will have significant responsibility related to the performance of the department, requiring knowledge of and compliance with applicable HUD regulations. Reports to the Deputy Executive Director.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to, the following:

- Formulates and implements operating policies, procedures, objectives and budgets; ensures operational compliance with relevant regulations and standards.
- In conjunction with the Deputy Executive Director, prepares the HCV program Section 8 Management Assessment Program (SEMAP) Certification Report.
- Maintains HUD's Public and Indian Housing Information System; ensures data accuracy.
- Implements and maintains a quality control system.
- Researches, gathers data and prepares reports to relevant congressional, federal, state and local inquiries and communications relating to the HCV program and its participants.
- Prepares and responds to internal, HUD or HUD OIG audit reviews as required.
- Performs ongoing Housing Assistance Payment budget analysis; monitors billing and payments; tracks expenditures and utilization rates; monitors budget expenditures.
- Ensures that leasing schedules are met.
- Ensures that all department employees receive proper training and instruction; monitors employees to ensure compliance with policies.
- Develops and modifies payment standards for the program.
- Analyzes rental market areas and rent burdens.
- Develops, reviews and monitors utility allowance schedules.
- Reviews and monitors program effectiveness.
- Implements and maintains a secure records management system.
- Conducts regular employee meetings; develops employee work schedules and caseload assignments; prepares performance evaluations; interviews and hires employees.

Qualifications, Knowledge and Abilities

- Knowledge of HUD policies and other federal, state and local laws, rules and regulations related to low- income housing and MHA policies.
- Knowledge of good public policy practices and procedures, business English and basic mathematics.
- Comprehensive and demonstrable knowledge of HUD HQS inspection procedures and requirements.
- Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
- Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
- Ability to meet both internal and SEMAP program deadlines.
- Ability to plan and prioritize work of self and staff.
- Must be bondable.
- Valid Alabama driver's license, or must acquire one within 30 days of employment.
- Eligibility to be covered under the Authority's fleet auto insurance.

Complexity

- The Director of Assisted Housing Programs performs multifaceted work requiring a deep understanding of HUD rules and requirements relative to HCV program eligibility, income, rent, inspections and contract procedures.
- Must be able to handle complex interpersonal situations involving conflicts between assisted tenants and landlords, with skill and professionalism.

Scope and Effect

- The Director of Assisted Housing Programs works with the Deputy Executive Director, Housing Specialist II's and, occasionally, HCV program applicants, participants, landlords and other employees.
- The Director of Assisted Housing Programs work is essential to the successful operation of the HCV program. The Director of Assisted Housing Programs efforts affect MHA's ability to earn administrative fees and to obtain additional Vouchers and funding.

Personal Contacts

The Director of Assisted Housing Programs has continual contact with other employees, program participants and landlords. Most contacts are structured in nature and the employee is expected to use normal tact and professional courtesy. Occasionally a contact may be uncooperative or antagonistic and the employee would be expected to use above-average tact and courtesy. Failure to respond courteously could adversely affect the public's opinion of the program and the Authority.

Education and Experience

- Bachelor of Science Degree required in Business Administration, Public Administration, Urban Affairs, City Planning, Accounting, Sociology, Psychology or a related field.
- Master's Degree preferred.
- A minimum of five years of management experience in public housing, HCV program, tax credit housing, assisted apartment management, and/or local government housing work (e.g. code enforcement, planning, community development).
- Certification in HQS Inspection, Income, Rent and HCV program administration required within first year of employment (training and tests at MHA's expense).

How to Apply

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

Kimberly Sallie

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7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7016

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.





Montgomery

Montgomery is the capital city of Alabama. Named for Richard Montgomery, it is located on the Alabama River, in the Gulf Coastal Plain. As of the 2010 Census, Montgomery had a population of 205,764. It is the second-largest city in Alabama, after Birmingham.

The city was incorporated in 1819, as a merger of two towns situated along the Alabama River. It became the state capital in 1846, representing the shift of power to the south-central area with the growth of cotton as a commodity crop of the Black Belt and Mobile's rise as a mercantile port. In February 1861, Montgomery was selected as the first capital of the Confederate States of America, until the seat of government moved to Richmond, Virginia, in May of that year. During the mid-20th century, Montgomery was a major site of events in the Civil Rights Movement, including the Montgomery Bus Boycott and the Selma to Montgomery marches.

In addition to housing many Alabama government agencies, Montgomery has a large military presence due to Maxwell Air Force Base; public universities Alabama State University, Troy University (Montgomery campus), and Auburn University at Montgomery; private colleges/universities Faulkner University and Huntingdon College; high-tech manufacturing, including Hyundai Motor Manufacturing Alabama; and cultural attractions such as the Alabama Shakespeare Festival and Montgomery Museum of Fine Arts.

Montgomery has won several national awards including being voted Best Historic City by USA Today, being named an All-America City in 2014 by the National Civic League, being named a "Top City For Job Growth" in 2014 by ziprecruiter.com, and being named the happiest city in Alabama. Montgomery has also been recognized nationally for its successful, and ongoing downtown revitalization and new urbanism projects with Montgomery having been one of the first cities in the nation to implement Smart Code Zoning.

Parks

Montgomery's park system includes more than 400 parks on over 34,000 acres of parkland. Park facilities and amenities include more than 500 lakes, ponds and storm water management facilities and devices, 457 miles of streams, 305 tennis courts, 296 athletic fields, 289 playgrounds, 208 basketball courts, 189 miles of paved and natural surface trails, 114 picnic areas, 110 historic structures, 102 campsites, and 31 park activity buildings, as well as nature centers, miniature trains, indoor tennis facilities, boat rental facilities, indoor and open air ice rinks, event centers, public gardens, and more.



Culture

Montgomery has one of the biggest arts scenes of any mid-sized city in America. The Wynton M. Blount Cultural Park in east Montgomery is home to the Montgomery Museum of Fine Arts. The Museum's permanent collections include American art and sculpture, Southern art, master prints from European masters, and collections of porcelain and glass works. The Society of Arts and Crafts operates a co-op gallery for local artists. Montgomery Zoo has over 500 animals, from five different continents, in 40 acres of barrier-free habitats. Montgomery is home to the Museum of Alabama which serves as the official state history museum and is located inside the Alabama Department of Archives and History building downtown.

The Alabama Shakespeare presents year-round performances of both classic plays and performances of local interest, in addition to works of William Shakespeare. The 1200-seat Davis Theatre for the Performing Arts, on the Troy University at Montgomery campus, opened in 1930 and was renovated in 1983. It houses the Montgomery Symphony Orchestra, Alabama Dance Theatre and Montgomery Ballet, as well as other theatrical productions. The Symphony has been performing in Montgomery since 1979. Serving as the center for entertainment in downtown Montgomery, the Montgomery Performing Arts Centre is a state-of-the-art facility large enough for first run Broadway shows, yet intimate enough with 1,800 seats to view a wide variety of concerts, opera, comedy, dance and children's shows.



Education

Montgomery Public Schools has a variety of academic programs and services to meet the diverse needs and interests of their students. They offer traditional schools with a full range of curriculum complemented by cultural arts, music, foreign languages, technology, career-technical education, and athletic programs.

Seven career academies in their traditional high schools equip students with skills for high-demand careers in advanced manufacturing, health occupations, information technology, culinary arts and hospitality, and business marketing. They have nine magnet schools that cover all grade levels and themes ranging from science, performing arts, technology, accelerated academics to international studies. MPS opened Montgomery Technical Education Center for high school students interested in skilled trades.

Throughout the district, there are programs for children with special needs, including two special education centers and services for gifted students. There are also early childhood education programs and a host of supplemental education services. MPS offer stimulating environments led by qualified and dedicated teachers.

There are over 10 colleges and universities within 20 miles of the Montgomery, AL, area.

Revitalization

Montgomery has been recognized nationally for its extremely successful and continuous downtown revitalization. The revitalization started in the early 2000s with the construction of the Montgomery Biscuits minor league baseball stadium and the construction of Riverfront Park. Following those developments hundreds of millions of dollars have been spent by various companies transforming old warehouses and buildings into high end loft apartments, restaurants, retail, hotels, and businesses. Currently there is vast demand for downtown living space and there are currently over 500 apartments under construction downtown including developments such as The Heights on Maxwell Boulevard, The Market District on Dexter Avenue, the Kress Building on Dexter Avenue, The Bell Building on Montgomery Street, and a new complex by the convention center.

