



Sacramento Housing and Redevelopment Agency
Director of Housing Choice Voucher Program
Sacramento, CA



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

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

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Sacramento Housing and Redevelopment Agency (SHRA)

The Sacramento Housing and Redevelopment Agency was created to ensure the ongoing development of affordable housing and to continuously fuel community redevelopment projects in the city and county of Sacramento. They meet these goals by creating safer neighborhoods and a more robust economy, so individuals, families and children in the community have the opportunity for a better life. Their work has been recognized among the best in the country by the U.S. Department of Housing and Urban Development and others. Everyday, their team of over 200 employees secures funding, battles for support, organizes their partners and engages the Sacramento community in a proactive collaboration to change lives.



SHRA is Sacramento's lead public and affordable housing agency and one of the largest residential rental property owners in Sacramento. SHRA manages over 3,100 units of public housing and administers approximately 12,000 rental assistance vouchers each month. SHRA uses a variety of financing tools to expand housing opportunities by rehabilitating and preserving older properties, building new rental and ownership housing, and boosting homeownership through mortgage assistance. SHRA has assisted in the production of more than 22,000 affordable housing units in the past 20 years. SHRA works proactively to create permanent supportive housing with social service partners for the hardest to house, and finds solutions to uplift disenfranchised communities.

Mission

The Sacramento Housing and Redevelopment Agency's Mission Statement conveys the essence of the organization and serves as the foundation for their Vision and Goals. Their mission is to revitalize communities, provide affordable housing opportunities and to serve as the Housing Authority for the City and County of Sacramento.

Vision

The SHRA's Vision for Sacramento is a region:

- Where all neighborhoods are excellent places to live, work and do business
- Where all people have access to decent, safe and affordable housing
- Where everyone can obtain a job and attain financial self-sufficiency

Goals

To help achieve their Vision, the SHRA is working to fulfill these goals:

- Develop, preserve and finance a continuum of affordable housing opportunities for Sacramento City and County residents
- Effectively and efficiently maintain Agency-owned housing by providing tenant-based rental assistance programs
- Revitalize lower income neighborhoods to create healthy and sustainable communities
- Promote economic development through strategic infrastructure and public facility improvements.

Position Summary

The Director of Housing Choice Voucher Program plans, develops, implements, and monitors the Agency's Housing Choice Voucher Programs. The Director is responsible for interpreting federal, state, and local regulations regarding the implementation of programs, and makes policy recommendations to ensure departmental compliance. The Director leads a staff of xx, which includes a HCV Program Manager, HCV Inspection Manager, Two Housing Coordinators, Program Specialists, HQS Inspectors and administrative staff. The Housing Choice Voucher Program administers over XXXX Housing Choice Vouchers, which includes VASH, Mainstream, Family Unification Program (FUP), and other special purpose vouchers. The incumbent oversees a budget of \$XX million dollars.

Essential Duties and Responsibilities

- Responsible for the daily operations of the HCVP, which includes development, documentation, and operation of both internal processes and administrative and technical controls. Oversight is expected to provide reasonable assurance that obligations and costs are in compliance with applicable laws, that funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation. Accountable for maintaining accurate internal records of activities and transactions, which are promptly accomplished and properly authorized and executed. Assures that revenue and expenditures are properly recorded and accounted for and that they permit the preparation of sound and reliable financial and/or inventory reports.
- Responsible for the planning, organization, coordination, monitoring, implementation, and ongoing analysis of the HCVP, to ensure that it functions in an efficient and effective manner in accordance with federal, state, local, and SHRA rules and regulations.
- Requests and initiates applications for Notifications of Funding Availability.

- Conducts periodic reviews of program procedures with appropriate department supervisors to ensure optimal performance in the delivery of the highest quality of services. Formulates policies and procedures to further the development and implementation of the Housing Choice Voucher Programs.
- Studies impact of ongoing and proposed measures including, but not limited to, measurement and evaluation of workflow in agency units, conducts cost and time studies, conducts quality control studies on operations, services and/or procedures; ensures compliance with federal, state, agency, and/or program rules and regulations.
- Responsible for the preparation of comprehensive written reports summarizing findings and recommendations to increase agency efficiency and effectiveness; responsible for generating statistical reports to be submitted to HUD and the Executive Director; prepares department for annual comprehensive audits.
- Responsible for staff development and training; collaborates with training department to ensure that staff is trained on federal, state, local statutes, policies and procedures.
- Furthers the development and implementation of assisting the HCVP participants, to the extent possible, in securing decent safe and sanitary housing by securing landlords who offer optimal housing stock to meet the needs of HCVP participants.
- Keeps abreast of program requirement developments to ensure the development, implementation, and compliance with policies and procedures based on new or revised agency goals, federal, state and/or local regulations and statutes having extensive operational, financial, systemic, and administrative effects on the Agency.
- Formulates the annual operating budget and monitors the program on an ongoing basis, with assistance from managers, to ensure budgetary compliance, statutory, regulatory policy and procedural compliance; recognize and explain variances and promotes cost-containment measures.
- Develops and initiates Customer Service policies and procedures, which will ensure the development and conduct of the HCVP and improve customer service to program participants and the image of the Program in the community. Performs public relations activities for the HCVP; develops relationships with community based housing advocacy groups; represents SHRA at community forums involving HCVP issues; coordinates landlord informational conferences; acts as a liaison between the Agency and HUD regarding all HCVP issues.
- Responsible for personnel and administrative functions for staff, directly or indirectly through managers and senior personnel selection, training, development, motivation, evaluation, and discipline as necessary.
- Reports to the Executive Director.

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

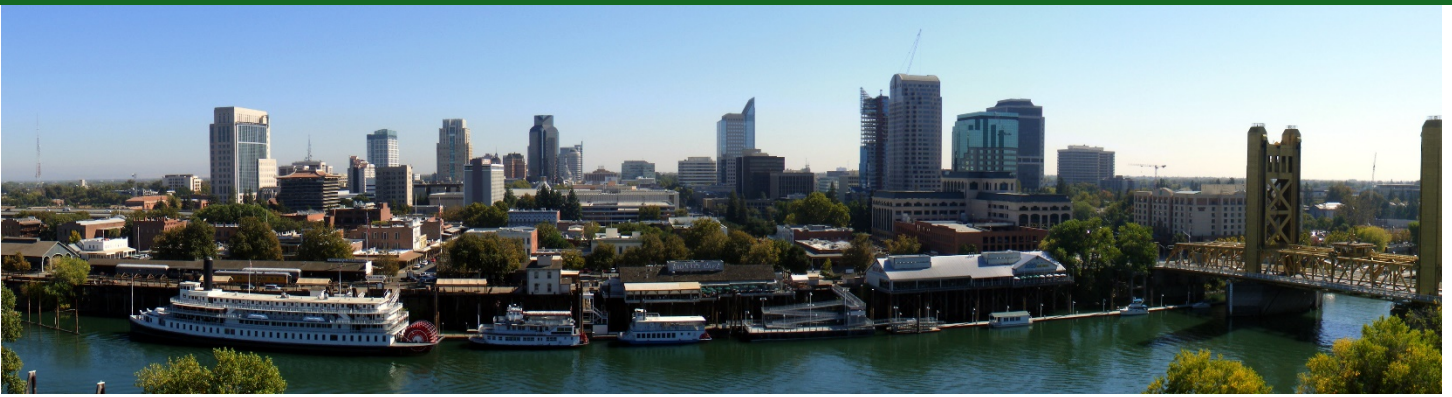
Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

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.

Education, Experience & Requirements

- A Bachelor's degree is required and major coursework in public administration, business administration, or relevant social sciences disciplines will be weighted stronger.
- Any equivalent combination of training and experience that will meet the required knowledge, skills, and abilities will be considered.
- Graduate level degrees in similar disciplines will also receive additional weighting.
- Five or more years of senior executive level management experience inclusive of direct oversight of large HCV program. Candidates must have achieved the Housing Choice Voucher Executive Management Certification or must commit to obtaining within a year of employment



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Sacramento is the capital city of California and the seat of Sacramento County. Located at the confluence of the Sacramento River and the American River in Northern California's Sacramento Valley, Sacramento's estimated 2018 population of 501,334 makes it the sixth-largest city in California and the ninth largest capital in the United States.

Sacramento is the fastest-growing major city in California, owing to its status as a notable financial center on the West Coast and as a major educational hub, home of California State University, Sacramento and University of California, Davis. Similarly, Sacramento is a major center for the California healthcare industry, as the seat of Sutter Health, the world-renowned UC Davis Medical Center, and the UC Davis School of Medicine, and notable tourist destination in California, as the site of The California Museum, the Crocker Art Museum, the California State Railroad Museum, the California Hall of Fame, the California State Capitol Museum, and the Old Sacramento State Historic Park. Sacramento International Airport, located northwest of the city, is the city's major airport. Sacramento is known for its evolving contemporary culture, dubbed the most "hipster city" in California. In 2002, the Harvard University Civil Rights Project conducted for Time magazine named Sacramento "America's Most Diverse City".

Performing arts

The Sacramento Ballet, Sacramento Philharmonic Orchestra and the Sacramento Opera perform at the Community Center Theater.

There are several major theater venues in Sacramento. The Sacramento Convention Center Complex governs both the Community Center Theatre and Memorial Auditorium. The H Street Theatre Complex consists of the Wells Fargo Pavilion, built in 2003 atop the old Music Circus tent foundations, the McClatchy Mainstage and the Pollock Stage, originally built as a television studio and renovated at the same time the Pavilion was built. The newest venue in the city, the Sofia Tsakopoulos Center for the Arts, consists of the Sutter Theatre for Children and the Mainstage.



Professional theatre is represented in Sacramento by several companies. Broadway Sacramento and its locally produced Summer stock theatre, Broadway at Music Circus, lures many directors, performers, and artists from New York and Los Angeles to work alongside a large local staff at the Wells Fargo Pavilion. During the fall, winter and spring seasons Broadway Sacramento brings bus and truck tours to the Community Center Theater. Resident at the H Street Theatre Complex for the remainder of the year (from September to May), the Sacramento Theatre Company celebrated its 75th season in 2019. In addition to a traditional regional theatre fare of classical plays and musicals, the Sacramento Theatre Company has a large School of the Arts with a variety of opportunities for arts education. The B Street Theatre, having completed its 2018 move into the new Sofia Tsakopoulos Center for the Arts, continues its pursuit of producing smaller and more intimate professional works for families and children. Rounding out the professional companies is Capital Stage, which performed aboard the Delta King until the end of the 2010–2011 season and soon took up residence at its own venue along the J-Street corridor.

The Sacramento area has one of the largest collections of community theatres in California. Some of these include the Thistle Dew Dessert Theatre and Playwrights Workshop, Davis Musical Theatre Co., El Dorado Musical Theatre, Runaway Stage Productions, River City Theatre Company, Flying Monkey Productions, The Actor's Theatre, KOLT Run Productions, Kookaburra Productions, Big Idea Theatre, Celebration Arts, Lambda Player, Light Opera Theatre of Sacramento, Synergy Stage and the historic Eagle Theatre. The Sacramento Shakespeare Festival provides entertainment under the stars every summer in William Land Park. Many of these theatres compete annually for the Elly Awards overseen by The Sacramento Area Regional Theatre Alliance or SARTA.

Museums

Sacramento has several major museums. The Crocker Art Museum is the oldest public art museum west of the Mississippi River. On July 26, 2007, the museum broke ground for an expansion that more than tripled the museum's floor space. The modern architecture is very different from the museum's original Victorian style building. Construction was completed in 2010.



Also, of interest is the Governor's Mansion State Historic Park, a large Victorian Mansion which was home to 13 of California's Governors, as well as the official residence for former governor Jerry Brown following renovations in 2015. The Leland Stanford Mansion State Historic Park, which was completely restored in 2006, serves as the State's official address for diplomatic and business receptions. Guided public tours are available. The California Museum for History, Women, and the Arts, home of the California Hall of Fame, is a cultural destination dedicated to telling the rich history of California and its unique influence on the world of ideas, innovation, art and culture. The museum educates tens of thousands of school children through inspiring programs, sharing with world visitors California's rich art, history and cultural legacy through dynamic exhibits, and serving as a public forum and international meeting place.

The California State Railroad Museum in Old Sacramento has historical exhibits and live steam locomotives that patrons may ride. The California Automobile Museum, just south of Old Sacramento, is filled with automotive history and vehicles from 1880 to 2006 and is the oldest non-profit automotive museum in the West. The mission of it is to preserve, promote, and teach automotive culture and its influence on our lives—past, present and future. In addition, the Sacramento History Museum, in the heart of Old Sacramento, focuses on the history of Sacramento from the region's pre-Gold Rush history through the present day.

There is a Museum Day held in Sacramento every year, when 26 museums in the greater Sacramento area offer free admission. The 2009 Sacramento Museum Day brought out more than 80,000 people, the largest number the event has gathered. Sacramento Museum Day is held every year on the first Saturday of February.

Cuisine

In 2012, Sacramento started the marketing campaign as "America's Farm-to-Fork Capital" due to Sacramento's many restaurants that source their food from the numerous surrounding farms. The city has an annual Farm-to-Fork festival that showcases various grocers and growers in the industry. In 2012, The Kitchen was nominated for Outstanding Restaurant by the James Beard Foundation. It continues to excel, earning the AAA's Five Diamond dining award nine years running, a nod as a semi-finalist for the James Beard Outstanding Restaurant Award, the highest Zagat ratings, and honors from Wine Spectator and Wine Enthusiast, as well as inclusion in the Yelp Top 100 and the OpenTable Top 100. Sacramento is home to well-known cookbook authors, Biba Caggiano of Biba's Restaurant and Mai Pham of Lemongrass and Star Ginger.



Sacramento is also known for its beverage culture, with keystone events that include Cal Expo's Grape and Gourmet, Sacramento Beer Week, and Sacramento Cocktail Week. Its growing beer scene is evident, more than 50 local breweries operate in and around the city, and many of them source their ingredients locally, ensuring unique flavor profiles and truly local beers. Some local brews include Track 7 Brewing Company, Big Stump Brew Co, Oak Park Brewing Co., and Sactown Union Brewery. Numerous beer festivals around the region highlight both local and visitor beers. In addition to festivals in Elk Grove, Davis, Roseville, Placerville, and Woodland, Sacramento hosts the annual California Beer Craft Summit, an exposition dedicated to the art of brewing. The summit also hosts the largest beer festival on the West Coast, featuring over 160 breweries in downtown Sacramento.

Sacramento's contemporary culture is reflected in its coffee. An "underrated coffee city", Sacramento has above-average marks for local coffee. The city has numerous community roasters and coffee shops. Examples include Temple Coffee, Insight Coffee Roasters, Old Soul Co., Chocolate Fish Roasters, Naked Lounge, Pachamama Roasting Co., and Identity Coffees. In addition to local brands, the region offers other chains such as Starbucks, Peet's Coffee & Tea, and Philz Coffee.

Parks and recreation

Sacramento boasts an extensive park system consisting of over 5,000 acres of parkland and recreation centers. The city features a collection of smaller parks in the Downtown districts, including Crocker Park, Pioneer Landing and Southside Park. Popular parks outside the central core include American River Parkway which spans 23 miles along the American River, and William Land Park.

Sacramento hosts some recreational facilities and events. The Jedediah Smith Memorial Trail that runs between Old Sacramento and Folsom Lake grants access to the American River Parkway, a natural area that includes more than 5,000 acres of undeveloped land. It attracts cyclists and equestrians from across the state. The California State Fair is held in Sacramento each year in July.

Among other recreational options in Sacramento is Discovery Park, a 275-acre park studded with stands of mature trees and grasslands. This park is situated where the American River flows into the Sacramento River.

Higher education

The Sacramento area hosts a wide variety of higher educational opportunities. There are two major public universities, many private institutions, community colleges, vocational schools, and McGeorge School of Law.

Sacramento is home to Sacramento State (California State University, Sacramento), founded as Sacramento State College in 1947. In 2004, enrollment was 22,555 undergraduates and 5,417 graduate students in the university's eight colleges. The 300-acre campus is along the American River Parkway a few miles east of downtown.



The University of California has a campus, UC Davis, in nearby Davis and has a graduate center in downtown Sacramento. Many students, about 400 out of 517, at the UC Davis GSM are working professionals and are completing their MBA part-time. The part-time program is ranked in the top-20 and is well known for its small class size, world class faculty, and involvement in the business community. UC also maintains the University of California Sacramento Center (UCCS) for undergraduate and graduate studies. Similar to the UC's Washington, D.C., program, "Scholar Interns" engage in both academic studies and as well as internships, often with the state government. The UC Davis School of Medicine is at the UC Davis Medical Center between the neighborhoods of Elmhurst, Tahoe Park, and Oak Park.

The Los Rios Community College District consists of several two-year colleges in the Sacramento area—American River College, Cosumnes River College, Sacramento City College, Folsom Lake College, plus many outreach centers for those colleges. Sierra College is on the outskirts of Sacramento in Rocklin.

University of the Pacific has its Sacramento Campus in the Oak Park neighborhood of Sacramento. The campus has long included McGeorge School of Law and in 2015 was expanded to become a comprehensive graduate and professional campus, including programs in analytics, business, education, health sciences, and public policy.

The National University Sacramento regional campus offers bachelor's and master's degrees in business, education, healthcare and teaching credential programs.

The University of San Francisco has one of its four regional campuses in Sacramento. At the undergraduate level they offer degrees in Applied Economics, Information Systems, Organizational Behavior and Leadership, and Public Administration. At the graduate level, Master's programs are offered in: Information Security and Assurance, Information Systems, Organization Development, Project Management, Public Administration, Nonprofit Administration, and Counseling.

The private University of Southern California has an extension in downtown Sacramento, called the State Capital Center. The campus, taught by main campus professors, Sacramento-based professors, and practitioners in the State Capitol and state agencies, offers Master of Public Administration, Master of Public Policy, and Master of Public Health degrees.

Epic Bible College and the Professional School of Psychology are also based in Sacramento. Western Seminary has one of its four campuses in Sacramento, which opened on the campus of Arcade Church in 1991. Western is an evangelical, Christian graduate school that provides theological training for students who hope to serve in a variety of ministry roles including pastors, marriage and family therapists, educators, missionaries and lay leadership. The Sacramento campus offers four master's degrees, and a variety of other graduate-level programs.

The Art Institute of California – Sacramento was established in 2007 and is a branch of The Art Institute of California – Los Angeles. The school is focused on educating students in the field of commercial arts. The school offers both a Bachelor of Science and an Associate

of Science degree, as well as diplomas in some areas of study. Some majors the school offers are Digital Filmmaking & Video Production, Culinary Management, Graphic Design, and Game Art & Design.

On J Street, there is the Lincoln Law School of Sacramento, a private, evening-only law school program with a strong legal presence in the region.

The Universal Technical Institute (UTI) is in Sacramento; it offers automotive programs in auto mechanical, auto body, and diesel.

Primary and secondary education

The Sacramento Public Library system has 28 branches in the greater area. The Sacramento area is served by various public school districts, including the Sacramento City Unified School District, Natomas Unified School District, San Juan Unified School District, Twin Rivers Unified School District, and Elk Grove Unified School District. As of 2009, the area's schools employed 9,600 elementary school teachers (not including special education teachers), and 7,410 middle school teachers (not including special education or vocational teachers).

Almost all areas south of the American River are served by the Sacramento City Unified School District. The only exceptions are the Valley Hi/North Laguna and Florin areas served by the Elk Grove Unified School District.

Areas north of the American River are served by the remaining school districts. This area was not originally part of the City of Sacramento and as such is not served by Sacramento City Unified School District. North Sacramento outside of Natomas and Robla (for K-8) is served by the Twin Rivers Unified School District. The Robla area is served by the Robla School District for K-8 and by Twin Rivers for 9–12. The Natomas region is served by the Natomas Unified School District. The Campus Commons area and the small portions of the Sierra Oaks neighborhood that fall into the city of Sacramento are served by the San Juan Unified School District.