

Housing Choice Voucher/Operations Manager
City of Arlington TX – Housing Department
Work Status - Full Time

SALARY: 71,728.00 - 89,660.00 Salary USD

ABOUT ARLINGTON:

Arlington, Texas is visible at the national level for its drive, creativity and focus on innovative community and housing solutions. In Arlington, you will find leadership that is committed to its community through a strategic approach that balances risk and opportunity to meet the needs of our residents. The work of staff centers on promoting the City Council's key priorities of Put Technology to Work, Champion Great Neighborhoods, Enhance Regional Mobility, Support Our Youth and Families and Investing in Our Economy. The City Council has developed these priorities with an innovative and community-minded future in mind.

The City of Arlington is a diverse metropolitan area located approximately 20 miles west of downtown Dallas and 12 miles east of downtown Fort Worth. Arlington is the 7th largest city in Texas and the 48th largest city in the nation. Arlington is a full-service city supported by a total budget of \$539 million and a full-time staff of 2,660. Arlington is a community where citizens, civic organizations, businesses, and city government work together to ensure the community retains its hometown identity, high quality of life, and natural beauty. From shopping, dining and entertainment, Arlington continues to prove that it really is 99 square miles of culture, excellence, and excitement. Easily accessible by highway, rail and air, Arlington is known for being a travel destination, boasting some of the areas and nation's top family-friendly attractions including AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Six Flags Over Texas, Six Flags Hurricane Harbor, and the International Bowling Campus.

CITY OF ARLINGTON EMPLOYEES ENJOY THE FOLLOWING BENEFITS:

Vacation and sick leave; 12 paid holidays; pension plan; retirement options including 3% City match on 401(k) plans; employee/family health clinic; tuition reimbursement; and health, dental, vision, disability, and life insurance, along with optional add-on values.

JOB SUMMARY:

Under the general direction of the Executive Director of the Housing Authority, the Housing Operations Manager is responsible for the day-to-day administration and operation of the Housing Authority, including the Housing Choice Voucher program, the Housing Rehabilitation program and other various programs that provide housing for the homeless.

ESSENTIAL JOB FUNCTIONS:

- Plan, direct, monitor and provide management oversight to the Housing Choice Voucher program and other grant programs and ensuring full utilization of funding and compliance with regulations and statutes.

- Make recommendations on budgets, policy design and implementation, prepare and review studies and reports.
- Analyze complex data to develop trend analysis and budget projections.
- Apply organizational and management practices as applied to the analysis and evaluation of new and existing programs. This includes hiring, performance evaluations, discipline, rulemaking, and other duties to support a team environment.

OTHER JOB FUNCTIONS:

- Develop short- and long-range planning.
- Analyze various federal programs to ensure compliance with statutory and regulatory requirements.
- Instruct supervisory and non-supervisory staff regarding implementation of established policies.
- Coordinate and evaluate all employee performance related issues and ensure compliance/resolution using established guidelines.
- Design and construct complex databases to store and retrieve data for analysis purposes.
- Manage information technology needs for program purposes and manage related vendor contracts.
- Procure goods and services needed by the agency.
- Prepare professional documents and presentations in a variety of formats for use with management, elected officials, clients, and the general public.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

- Principles and practices of procurement, personnel management, and supervision Business operations, including the ability to develop new programs and expand existing programs.
- Apply the principles and practice of personnel management and supervision. Regulations related to the Housing Choice Voucher program and other federally funded programs.
- Communicate professionally with elected officials, citizens, city staff and council appointed boards.
- Basic budgeting and revenue management.
- Generate new or innovative ideas or solutions to a problem.

QUALIFYING EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, Accounting, Finance or Public Administration and a minimum of three years of supervisory experience.
- Housing Choice Voucher Program Executive Management must be obtained within one year of employment.
- Must satisfactorily complete required pre-employment screenings which include criminal background check and motor vehicle record review.

Applications are only accepted via the City's website:

<https://www.arlingtontx.gov/cms/one.aspx?pageId=14983658>