



777 Grant Street
Denver, Colorado 80203
720-932-3056

DIRECTOR HOUSING CHOICE VOUCHERS/SECTION 8

Competitive salary with excellent benefits.

The Housing Authority of the City and County of Denver (DHA) is the largest owner, manager and administrator of subsidized affordable housing in the Rocky Mountain region serving over 26,000 very low, low and middle income residents. Our mission is to serve the residents and communities of Denver by developing, owning, and operating safe, decent and affordable housing in a manner that promotes thriving communities.

DHA administers the federal Housing Choice Voucher ("HCV") Program. This program makes it possible for residents with low incomes to live in rental housing throughout the City and County of Denver. DHA acts as an agent for HUD in this program, making subsidy payments to the private landlords of Housing Choice Voucher holders. DHA, on behalf of HUD, administers over 6,800 Housing Choice Vouchers annually. The Director of HCV/Section 8 provides technical support for the Executive Director in matters relating to the HCV/Section 8 Programs as well as leadership for the division.

DHA is seeking an experienced, motivated, talented professional to serve as our Director of the Housing Choice Voucher Division. Duties include but are not limited to:

- Oversight of the Housing Choice Voucher program in compliance with federal regulations and DHA policies.
- Ensuring applicant lease-up targets are achieved.
- Implementing a Strategic Plan, including short- and long-term goals and outcomes related to the Division.
- Strengthening strategic partnerships and positive working relationships with local government, nonprofit social service providers, and neighborhood organizations.
- Maintaining high performer status on the Section Eight Management Assessment Program (SEMAP).
- Preparing and monitoring an annual budget.
- Effective management and supervision of a highly motivated staff through training, performance reviews, and retention initiatives.
- Timely and effective implementation of process efficiencies and systems improvements to lower costs and improve client/landlord services.

- Providing monthly program reports to the Executive Director and DHA Board of Commissioners.

REQUIREMENTS

- Bachelor's degree from an accredited university.
- At least five (5) years of progressively responsible experience in managing HCV or related housing programs, including three (3) years of progressive senior management experience, including training, managing and motivating staff, operations management, and providing direct services to low-income families.
- A valid Colorado driver license and current motor vehicle record from DMV that meets DHA driving requirements.

PREFERRED QUALIFICATIONS

- Housing Choice Voucher certification(s).
- Knowledge of Housing Quality Standards.
- Understanding of the City and County of Denver including government, nonprofit and social service organizations.

HOW TO APPLY

- * In person between 8:00 a.m. and 4:00 p.m. at 777 Grant Street 2nd Floor.
- * Fax your application and/or resume to (720) 932-3005.
- * Email your application and/or resume to personnel@denverhousing.org.
- * Mail to the address at the top of the page.

You must include your salary requirement and professional certificate information.

More information can be found on our website: www.denverhousing.org.

Please contact the Personnel Department, 720-932-3057, TDD 720-932-3111, to request reasonable accommodation in the job application process and/or to enable you to perform the essential functions of the job for which you are applying.

Recruitment will remain open until filled.
DHA is an equal opportunity employer.