

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3845 **TITLE:** HOUSING SERVICES SPECIALIST V **GRADE:** S-28

DEFINITION:

Under administrative direction, serves as a branch or section chief with responsibility for directing multiple programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions allocated to this class will be limited to senior positions which function as branch or section chiefs with responsibility for overall management of multiple programs. At this level, considerably more time is devoted to the supervisory/managerial aspects of the assigned program areas in addition to participation in complex housing programs/projects.

ILLUSTRATIVE DUTIES:

Manages multiple programs;
Ensures programs' adherence to federal, state and local regulations;
Prepares and presents items to the Fairfax County Redevelopment and Housing (FCRHA) commissioners, the Board of Supervisors, and representatives of the Department of Housing and Urban Development (HUD) regarding such topics as new and revised policies and reports on the status of projects/programs;
Prepares responses or oversees preparation of responses to Notices of Funding Availability;
Participates in the planning, development and evaluation of housing projects and programs, including development and evaluation of interagency agreements and service delivery;
Establishes and works toward achievement of program goals and objectives, implementing corrective action when required;
Develops policies and procedures which integrate new federal, state and local regulations;
Serves as a point of contact for federal, state and local officials, and FCRHA commissioners regarding program policies and procedures;
Plans, and sets goals and priorities for the program and staff managed;
Analyzes program progress, and implements corrective action when necessary;
Develops Requests for Proposal, evaluates proposals, and leads committees in the selection of contractors;
Makes presentations regarding housing programs to County agencies, business and industry representatives, non-profit groups, and the public;
Prepares County, state and federal reports;
Represents the agency on inter-agency and community work groups and committees;
Develops and provides training to HCD staff and outside groups as requested;
Prepares grant applications;
Leads regular program, branch and team meetings to improve inter- and intra- division communication and coordination of activities and projects;
Participates in the development of the branch's budget submission, and approves reviews expenditures; and
Acts for the Division Chief (Housing and Community Development Project Administrator) in his/her absence.

As Housing Services Branch Chief

Manages the Housing Services Branch, which includes supervision of three supervisory Housing Services Specialist positions which are responsible for the Resident Services Program, Public Housing and Rental Programs, and the Section 8 Program for over 4,500 assisted housing units and Section 8 rental assistance of over \$24 million;
Supervises operation of the Intake Unit and the Public Information Desk;
Assesses property needs and works with the Property Improvement and Maintenance Division, the Police Department, Risk Management and other agencies to address tenant health, safety and security issues;
Coordinates with the agency's Housing Development Division in planning, development and acquisition of Public Housing and Fairfax County Rental Program developments; and
Manages the activities and functions of a large, diverse branch of more than 60 positions.

As Program Manager for HUD Assisted Properties and Special Projects

Directs property management staff, and monitors and evaluates the performance of private property management firms managing FCRHA-owned properties;
Trains and oversees the work of non-profit group representatives in all aspects of property management;
As part of contract administration responsibilities, reviews reports to HUD and projects revenue and expenses;
Coordinates with the Divisions of Finance and Community Development in the planning, development and acquisition of multi-family housing developments.

As Director of Senior Housing

Has responsibility for overall management and administration of the senior housing facilities owned or managed by the Department of Housing and Community Development (HCD);
Provides second-level supervision of County housing managers and oversees management of properties by private management companies;
Convenes monthly meetings with service providers, both County employees (i.e., Area Agency of Aging, Family Services, Recreation, etc.) and contractor representatives operating within senior facilities to discuss issues related to use of space, program participation, and emergency services;
Provides leadership in the planning of a continuum of services for senior adults to promote aging in place and provide decent, safe, affordable housing for seniors; and
Ensures adequate staffing of senior housing facilities.

As Relocation Branch Chief

Plans, supervises and coordinates County-wide relocation projects and activities;
Reviews potential agency acquisitions, rehabilitations and demolitions for replacement and relocation requirements under Section 104(D) of the Housing and Community Development Act;
Supervises relocation specialists on team projects;
Coordinates intra-division team projects related to marketing and other special projects as assigned by the Division Director;
Provides technical assistance and advice on relocation regulations, procedures, real estate principles, Fair Housing Laws, zoning and acquisition procedures;
Develops initial relocation plans, setting goals and priorities;
Negotiates relocation plans with private developers;
Act as advisor to the Board of Supervisors, HCD, and the FCRHA on relocation policy;
Coordinates with the County Attorney on legal issues and with HUD on regulatory matters; and
Represents the agency at International Right of Way Association bimonthly meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of, and ability to interpret, implement and explain federal, state and local housing assistance and/or relocation regulations and integrate such regulations into the planning, development and administration of public housing programs;
Extensive knowledge of property management principles;
Extensive knowledge of real estate principles, practices and regulations, and those pertaining to right-of-way determination (may be required, depending upon area of assignment);
Understanding of the issues involved with the tenant pool or clientele served;
Knowledge of security issues involved with public housing;
Knowledge of real estate acquisition and appraisal principles and techniques (may be required, depending upon area of assignment);
Knowledge of the Virginia adult care licensing requirements (may be required, depending upon area of assignment);
Effective oral and written communication skills, including public speaking skills;
Negotiation and conflict resolution skills;
Skills in needs assessment and strategic planning;
Contract administration and enforcement skills;
Skills in the analysis of housing relocation situations (may be required, depending upon area of assignment);
Ability to implement programs with multiple funding sources;
Ability to plan, organize, coordinate, assign and evaluate the work of professional and support staff in a complex, interactive work environment;
Ability to lead or work as part of a multi-disciplinary team, with members from HCD, other human services agencies and non-profit groups;
Ability to analyze complex issues and make precedent-setting decisions;
Ability to develop and implement relocation plans (may be required, depending upon area of assignment);
Ability to anticipate and resolve problems;

Ability to shift resources and change priorities to meet program demands;
Ability to develop and implement policies and procedures;
Ability to develop and present training sessions for staff;
Ability to establish and maintain effective, cooperative working relationships with public officials and other professionals in the residential, legal, business and human services communities;
Ability to manage a variety of projects and meet deadlines;
Ability to develop grant proposals;
Ability to evaluate bids and monitor contractors; and
Ability to utilize word processing and spreadsheet software.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in sociology, psychology, public administration or a related field; PLUS
Six years of experience in the field of human relations, Section 8, or property management, including two years of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Public Housing Manager within one year of employment.
Contingent upon area of assignment, some positions within this class may require certification as a Housing Credit Certified Professional- Low Income Housing Tax Credit Certification Specialist.
Possession of a valid Motor Vehicle Driver's License.

REVISED: January 17, 2014
REVISED/RETITLED: July 7, 1997
REVISED: October 5, 1988