

Position Description

Position Title:	Housing Programs Supervisor	Department:	Housing, Federal Programs
Reports to:	Housing Programs Manager	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	July 2017
Representation Status:	Unrepresented	Date Revised:	January 31, 2024

Summary

The primary purpose of this position is to plan, coordinate, assign, and review the work of support staff within the Housing Department of the Santa Clara County Housing Authority (Agency). The supervisor provides day-to-day oversight of case management activities, waiting list maintenance, eligibility determination, leasing, reexamination, owner and client services, portability, and other technical and program support functions; administers training and quality assurance programs; oversees the delivery of enhanced customer services activities, ensures effective program administration and technical compliance with all applicable Federal, State, local, Agency, and program regulations, policies, procedures, and requirements; fosters cooperative working relationships among Agency departments and acts as a liaison with various community, public, and regulatory agencies.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority’s mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Directly supervises staff, oversees day-to-day activities, and performs routine to complex technical duties supporting the Department.
- Guides and coaches staff performance; evaluates assigned staff; mentors and provides feedback to correct deficiencies; engages in succession planning and leadership development; and implements disciplinary procedures.
- Supports the Department with developing and implementing clear and consistent policies and processes; makes appropriate recommendations to improve efficiency and effectiveness that contribute to the Agency’s strategic goals; monitors program activities to ensure that all functions are compliant and conducted efficiently per federal, state, and local rules and regulations.
- Participates in developing and revising various plans, including the Administrative Plan, Limited English Proficiency Plan, and Moving to Work (MTW) Plan. Stay abreast of new and revised federal, state, and local housing laws, regulations, and guidelines. Recommend and initiate changes as needed in Agency policies, procedures, or work plans and implement the required changes.
- Assisted with implementing and upgrading housing software systems, applications, and other technology used in the daily operations of the programs.
- Coordinates and oversees program outreach needs for the Agency’s clients and stakeholders, including tenant and landlord resources fairs, workshops, and training to develop and maintain productive community relations.
- Participates in developing and implementing a comprehensive staff training plan and curriculum supporting the housing programs.
- Collaborate with staff on cases that require supervisory guidance on complex issues for resolution to maintain program integrity.
- Ensures the collection and reporting of accurate data related to daily activities of the department; develops and implements data tracking and reporting systems; ensures assigned tasks are

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completed promptly and provides recommendations for improvement or correction of deficient program activities.

- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports, including staff and Board reports.
- Attends meetings, trainings, and workshops to maintain current knowledge of programs; promotes agency through participation in outreach programs.
- Responds to and resolves client, resident, and/or landlord questions, concerns, complaints, and issues; explains program requirements, operations, and procedures.
- Participates on various interdisciplinary committees and agencies and represents the Agency to various community, government, and regulatory agencies and stakeholder groups; conducts workshops, forums, and training sessions for staff as needed; provides professional and technical expertise to the community.
- Responds to facility and resident emergencies and crises; addresses security issues, accidents, and incidents involving clients and/or the general public; works with other Agency staff to ensure safety rules and practices are followed to minimize risk, injury, or illness to employees or property damage; takes appropriate action as needed and maintains detailed and accurate documentation and reports.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Performs other duties as assigned.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor's degree from an accredited four-year college or university with major coursework in social work or behavioral sciences, business administration, public administration, or a related field or other social service program within government or non-profit agency and three (3) years of progressively responsible experience in the administration of housing programs, including two (2) years of lead or supervisory experience.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

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; persists despite obstacles and opposition.

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Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including case management, eligibility, recertification and rental assistance program practices and procedures, techniques in conducting investigations, conflict resolution and mediation along with applicable Federal, State, and local laws, codes, regulations, and departmental policies, technical processes and procedures and activities as they apply to the assigned position. Demonstrates the ability to analyze metrics, create, and run reports and determine key performance measures. Uses appropriate judgment & decision making in accordance with level of responsibility; and research and reports on various topics using a broad range of methods, techniques, and procedures.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Strategic Capability and Leadership: Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

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; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

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Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]