

Housing Programs Director

Come join our team and experience the rewards of helping low-income families and individuals and making a difference in the community! We are seeking an experienced and highly motivated individual to join our high-performing Housing Authority in the role of Housing Programs Director. This management position is solely responsible to the Executive Director or his/her designee, for planning, organizing, directing, and managing the Housing Programs department, including determination of initial program eligibility, facilitating the placement of eligible applicants in available housing, and overseeing all aspects of participation in Agency programs.

DEFINITION/PURPOSE: Responsible for planning, organizing, directing, and managing all aspects of housing programs assigned to the Housing Programs Department, including but not limited to the Housing Choice Voucher (HCV) program, ensuring compliance with all regulatory requirements, developing and implementing internal policies and procedures, modernizing and streamlining workflows, and providing written and verbal reports to the Board of Commissioners and other community partners.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - A minimum of five years management experience in one or more federal housing programs, or housing management, social service organization, real estate, title company or lending institution. Three years' experience in a supervisory management capacity.

Education - A Bachelor's Degree from an accredited college or university with major course work in business or public administration, finance, sociology, real estate, social work or related fields. A Master's degree is preferred, as is experience related to housing programs, social or community services organizations, or a similar environment within either the public or private sector.

Position is open until filled.

HOW TO APPLY:

Submit cover letter with resume. Brochure and full job description may be obtained in link below, or by contacting our Human Resources Department at hr@hacosantacruz.org, or 831-454-9455 ext. 356.

E-mail cover letter with resume to hr@hacosantacruz.org or deliver to the Housing Authority office:
Housing Authority of the County of Santa Cruz

Attn: Human Resources Dept.

2160 41st Ave

Capitola, CA 95010

Salary Range: Current - \$124,068 - \$150,804 annually

Approved salary chart effective 7/2/23 - \$135,574 - \$164,777 annually

Equal Opportunity Employer