

**SPRINGFIELD HOUSING AUTHORITY**  
200 North Eleventh Street  
Springfield, IL 62703

**Position Vacancy**

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**DIRECTOR OF SELF-SUFFICIENCY PROGRAMS**

Full-Time Position/Salary Range: Negotiable

**EDUCATION & EXPERIENCE:**

B.A/B.S. Degree in Public Administration, Business Administration, Social Services or a related field; or at least six (6) years of progressive experience in a responsible position in the Social Services field.

Five (5) years of progressive experience in the social services field directly responsible for program development, grant formulation, program fiscal monitoring, staff supervision, program evaluation and administration, housing counseling, financial literacy, conventional financing; three (3) years supervisory experience; three (3) years experience in budget administration and development, grant writing implementation and administration; an equivalent combination of education and experience acceptable.

**DUTIES & RESPONSIBILITIES:**

The Springfield Housing Authority's mission is to be the primary leader in providing quality affordable housing to individuals and families while encouraging partnerships necessary for residents to develop self-sufficiency and to be productive members of the community. In this highly responsible role, the Director of Self Sufficiency Programs will be involved in short/long term planning for social services, economic development, family self-sufficiency, and homeownership programs, etc. This position is responsible for the development and implementation of policies and procedures for the Family Self-Sufficiency Program, Homeownership Program and other applicable programs that promote self-sufficiency. This position is also responsible for grant development, implementation and administration by working with SHA residents, SHA staff, partner banks and other community partners to identify needs and coordinate resources that promote empowerment, self-sufficiency, fiscal knowledge and homeownership.

Planning, monitoring, and supervision of the activities of the FSS, Homeownership and other self-sufficiency programs. Written communications, oral communications, grant development and administration, management skills, analytical skills, problem solving skills, ability to interpret federal rules and regulations.

As a key member of senior leadership, you'll provide "hands on" leadership while participating in broader business decisions that affect the overall operations of the Springfield Housing Authority. The SHA seeks a candidate that is willing to lead by example. The SHA offers a competitive compensation and benefits package.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Employment applications are available on the SHA Website:  
[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below:

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=168022600>

Posting Dates: 4/17/2018 – 4/27/2018

*This position will remain open until filled*

County Residency is required within one year of employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**