

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

POSITION SUMMARY:

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. This is a responsible senior manager position involved in short/long term planning for social services, economic development, family self-sufficiency, housing counseling and homeownership programs. The incumbent is responsible for the development and implementation of policies and procedures for the Self-Sufficiency Program, Homeownership Program and other applicable programs that promote self-sufficiency. The incumbent 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.

EDUCATION & EXPERIENCE:

- B.A/B.S. Degree in Public Administration, Business Administration, Social Services or a related 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 of experience in budget administration and development, grant writing implementation and administration; or
- Any equivalent combination of education, work experience, or certifications that provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Family Self-Sufficiency, Public Housing, HCV, HUD Housing Counseling, mortgage, and various other community programs, policies, and procedures; Knowledge and understanding of social and economic problems and special needs faced by lower income families; Knowledge of occupational hazards and applicable precautionary measures.
- Skill in problem solving and strong analytical ability; Skill in caseload management; planning, monitoring, and following-up as necessary; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex records and generate computerized Self-Sufficiency reports;
- Ability to manage the Self-Sufficiency Programs Division and work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to develop and implement area policies and procedures to improve existing operations; Ability to represent SHA as an executive senior manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to supervise, guide, and train subordinates in the performance of their work; Ability to plan, organize, develop and schedule the workload of assigned staff; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to travel periodically.

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 and by clicking on the link below:

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

Posting Dates: 11/21/2022 – 11/30/2022

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