

# Housing Operations Program Manager | City of Madison

Salary: \$95,769.44 to \$115,498.24 annually plus benefits

Open: June 20, 2019 | Close: July 8, 2019

## About the Position

The City of Madison is searching for a dynamic leader to direct the programs, functions and staff of the City of Madison's Community Development Authority (CDA) Housing Operations Division. The Housing Operations Program Manager implements both the long-term visionary and short-term operational priorities of the agency and is responsible for the overall agency performance. The City of Madison CDA is seeking a highly qualified candidate to lead and manage the agency which has an operating budget of \$23.5 million and a portfolio that includes 1,700 housing choice vouchers, 742 public housing units, 115 HUD multifamily housing units and 230 apartments with rent and income restrictions. This position oversees the day-to-day operations and staff of approximately 45 employees and reports to the Director of the Department of Planning and Community and Economic Development. The Housing Operations Program Manager provides advice, counsel and staff support to the CDA Board of Directors.

## About Madison

The city of Madison has a population of over 250,000 in a region of more than 500,000 and is consistently ranked as one of the best places to live in the U.S. Encompassing five lakes, Madison is home to a City-owned transit system with high ridership, a walkable and thriving downtown, many unique and walkable neighborhoods, one of the best networks of biking trails in the U.S., distinctive locally-owned restaurants and businesses, excellent healthcare, and unique music and cultural venues.

The Madison economy is thriving. State government and the University of Wisconsin-Madison are the foundation of the regional economy and the City is witnessing strong and diverse growth in biotechnology, information technology, healthcare, insurance, and specialized manufacturing.

## Immediate and Long-Term Responsibilities

### IMMEDIATE:

- Provide exceptional leadership and maintain a positive organizational culture with consistent focus on meeting organizational goals;
- Understand and oversee the operation of the Housing Choice Voucher, Public Housing and Multifamily Housing Programs including but not limited to implementing and accomplishing the annual work plan;
- Lead, manage and support a seasoned, highly experienced and long-serving staff;
- Ensure that the programs and agency are operated effectively, efficiently and in accordance with HUD regulations, federal, state and local laws and regulations;
- Monitor program and fiscal performance to ensure adequate funding for the programs and operations; and
- Review the organizational structure and staff roles and responsibilities and determine proper organizational structure.

### LONG-TERM:

- Plan, direct, and prioritize strategic public housing initiatives including selective redevelopment and repositioning of public and multifamily housing;
- Develop and implement goals, strategies, and priorities to support residents including identifying opportunities for improving service delivery methods and supporting a culture of resident engagement and service excellence; and
- Recruit, train, develop highly qualified and engaged staff.



# Housing Operations Program Manager | City of Madison

**Salary:** \$95,769.44 to \$115,498.24 annually plus benefits

**Open:** June 20, 2019 | **Close:** July 8, 2019

## The Ideal Candidate

- Establish and maintain effective working relationships with coworkers, program participants, HUD and people from a broad range of socio-economic and cultural backgrounds;
- Exhibits excellent people leader skills, including team building, coaching, training, mentoring, and ability to work effectively in collaboration;
- Has proven skills in the management of Public Housing and Housing Choice Vouchers;
- Demonstrates critical and analytical thinking including the ability to use and analyze data to inform action;
- Has experience planning, organizing and implementing a variety of operational and management programs that serve low income populations; and
- Has experience understanding, acting on, and interpreting policies, regulations, and procedures as set forth by the HUD or other governmental entity.

## Minimum Qualifications

- Four (4) years of progressively responsible, federally assisted housing experience which includes directly related housing program administration and housing management and at least two (2) years of supervisory/leadership experience in this capacity.
- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business, or a related field.
- A Master's Degree in Public Administration, Business or related field may be substituted for two (2) years of the experience requirement.
- Other equivalent experience will also be considered.

## Application Process

Applicants must apply for the position on the City's website at [cityofmadison.com/jobs](http://cityofmadison.com/jobs). Applications must be received by July 8, 2019 to be considered.

