


JOB DESCRIPTION
Assistant Housing Director

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| 1. Little Dixie C.A.A. | 2. Program: Housing |
| 3. Reports To: Housing Director | 4. Title: Assistant Housing Director |
| 5. Grade: 9 | 6. Date: June 2021 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Exempt |

JOB SUMMARY:

The Assistant Housing Director works in conjunction with the Housing Director to ensure daily activities and program operations are completed timely and accurately. The Assistant Housing Director is directly responsible for the following duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

1. Implements and carries out the program as approved by the Executive Director.
2. Coordinates staff activities to ensure that all personnel are used in an efficient manner and to establish work and hiring patterns to guarantee the best use of funds.
3. Arranges or provides the training necessary for the staff's effective performance.
4. Evaluates the work of the staff as outlined by job descriptions and program goals.
5. Provides oversight of the Lending Program.
6. Provides oversight to the following non-housing programs: Rx, VITA tax preparation, FEMA and EFSP.
6. Ensures employee timesheets, mileage and travel are correct.
9. Is thoroughly knowledgeable about Rural Development, Neighbor Works and OHFA programs and policies. Coordinates the staff's activities with Rural Development, Neighbor Works, HUD and OHFA.
12. Reviews and ensures Fair Housing policies are current and enforced.
13. Prepares and submits monthly, quarterly and annual reports required by various in-house and outside agencies.
14. Monitors grant expenditures to stay within budgets for all programs under their supervision.
15. Utilizes Agency Procurement and Central Purchasing Procedures.
16. Prepares budgets for all grants under supervision.
17. Performs such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The Assistant Housing Director reports to the Housing Director; exercises supervision over: Community Engagement Coordinator, Loan Officer and Housing Specialist.

QUALIFICATIONS

1. Familiarities with all phases of construction of houses, from land acquisition through construction.
2. Familiarity with the principles and techniques of Homeownership Center management and Housing Counseling.
3. Administrative and Personnel Management ability and experience.
4. Understanding of low-income clients and their needs.
5. Ability to share ideas and explore solutions to problems with other program participants, staff, and members of the community.
6. Ability to choose among alternative courses of action and assume responsibilities for the operation of the programs undertaken.
7. Basic understanding of program and program financing and budgeting.
8. Computer skills required to implement budgeting and accounting systems via Microsoft -Excel and Word.
9. Must have good driving record.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)