



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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**Cynthia W. Burton**  
Executive Director

March 20, 2018

## **JOB ANNOUNCEMENT**

**Title:** Director of Housing Programs

**Location:** CSP Administration - Housing Division

**Employment Classification:** Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** This position is classified as a Grade Level II position on the CSP salary scale with a salary of \$50,614 or more, based on education and experience. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com).

**Deadline to apply:** Monday, April 23, 2018, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability**. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

# Community Service Programs of West Alabama, Inc.

## Job Description

**Position Title:** Director of Housing Programs

**Department:** Housing

**Reports To:** Executive Director

**Employment Classification:** Regular Full-time, Exempt, Non-Safety-Sensitive

**Grade/Salary:** Level II; Range \$50,614 + (based on education and experience)

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### **Summary of Duties and Responsibilities**

Oversee the implementation of housing solutions for families and individuals through innovative programs and services to ensure efficient, safe, decent and adequate housing. Services include: Lease-Purchase Program, Rental property management, production and oversight of single- and multi-family housing development, housing counseling, homeownership education and home repair programs. The Director assures that education is provided to clients on energy conservation, thereby providing families with the ability to reallocate income for other uses. The Housing Director also oversees all new construction and major rehabilitation within the agency and its subsidiaries, including funding, development, and coordination of projects.

### **Essential duties and responsibilities:** *(other duties may be assigned by the supervisor)*

- Plans and schedules housing repair projects, including cost estimates for materials and supplies, development of project specifications, work plans, preparation of contracts for services, review of work orders and work in progress; approves and/or conducts final inspections.
- Develops, administers, monitors and coordinates annual budget, grants funds, and sets spending limits (in collaboration with Chief Financial Officer), and authorizes expenditures (as approved by Executive Director).
- Plans, assigns and manages program services and project activities; designs forms and recommends policy changes; monitors and evaluates project/program effectiveness in meeting established objectives; develops quality assurance standards and implements review process.
- Produces and oversees single- and multi-family housing development.
- Develops resources and makes referrals within the community, and with government agencies, private organizations and the public.
- Submits required monthly, quarterly, and yearly reports to funding agencies.
- Develops and implements program policies, procedures and guidelines within department; observes legal standards; develops and implements procedural improvements; recommends policy changes and new programs to management.
- Coordinates with the Supportive Services Director to monitor outreach activities, the application and intake process, and client relations.
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- Develops relationships with appropriate community members to enhance resources of the agency.

- Works closely with and monitors contractors to ensure adherence to program and CSP guidelines.
- Builds relations within local communities to increase the pool of qualified contractors for the programs.
- Conducts meetings with contractors at least quarterly to discuss any program changes and any other appropriate topics.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- ◆ Possession of a Bachelor’s degree in Public Administration, Business Administration, Construction Administration or related field is required; OR minimum of three years substantive work experience in housing development, planning and development, housing rehabilitation and/or property management.
- ◆ Knowledge of Low Income Housing Tax Credits and other funding sources, construction oversight, familiarity with NeighborWorks® America and its programs
- ◆ Knowledge of MortgageWare and Power Pay is preferred.

**Supervisory requirements:** Oversight of housing staff and programs.

**Certificates, Licenses, Registrations:**

- ◆ Valid Driver’s License with liability insurance.
- ◆ Serviceable automobile.

**Language Skills:**

- ◆ Ability to communicate to diverse populations.
- ◆ Ability to effectively present information to clients.
- ◆ Ability to communicate in large and small group settings.

**Mathematical Skills:**

- ◆ Ability to compute simple math such as addition, subtraction, multiplication and division.
- ◆ Ability to use fractions and percentages.

**Reasoning Ability:**

- ◆ Ability to analyze problems confronted by program participants.
- ◆ Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- ◆ Ability to develop & nurture relationships that can increase the agency’s capacity.
- ◆ Regular and predictable attendance.
- ◆ Solid working knowledge of standard productivity software
- ◆ Knowledge of CSP programs and services.
- ◆ Sensitivity to multi-racial and multi-cultural issues.
- ◆ Ability to develop rapport quickly and easily.
- ◆ Ability to work independently without direct supervision.
- ◆ Ability to meet deadlines.
- ◆ Ability to work in a constant state of alertness.

**Physical Demands:** *The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk, and climb. Specific vision abilities required by this job include vision to operate a motor vehicle. Frequent driving is required. Extensive writing is required and extended periods on the phone is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone, fax machine and personal automobile.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

REV 03.2013

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

*Revised 10.27.2017*

*Reviewed by Board of Directors 03.15.2018*