

IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF  
LANE COUNTY, OREGON

ORDER NO. 94-6-1-1H

) IN THE MATTER OF REVISING EXISTING  
) DIRECTOR CLASSIFICATIONS AND THEIR  
) COMPENSATION SCHEDULES

WHEREAS, the Agency is attempting to reduce the number of directors to more cost effectively manage Agency programs; and,

WHEREAS, the proposed reorganization of duties and responsibilities effectively eliminates a recently vacated Agency division slot; and

WHEREAS, the Agency's personnel policies (Section VI) require that the Board approve any changes to the compensation ranges of Agency classifications; and

WHEREAS, the Executive Director has examined the proposed salary ranges and finds them reasonably and fairly determined; Now, Therefore, It Is Hereby

ORDERED, that the following classifications and their corresponding salary ranges be adopted:

Classification	Salary Range
1. Deputy Director	\$3,376.75 - \$4,530.21
2. Facilities and Services Director	\$3,080.13 - \$4,128.17
3. Housing Programs Director	\$3,080.13 - \$4,128.17
4. Development Manager	\$3,078.00 - \$3,880.00

The classifications are attached and incorporated by reference into this Motion.

Dated this \_\_\_\_\_ 1st \_\_\_\_\_ day of \_\_\_\_\_ June \_\_\_\_\_, 1994

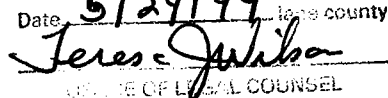
  
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Chairperson, HACSA Board of Commissioners

**FILED**

JUN 02 1994

COUNTY CLERK  
BY 

In the Matter of Revising Existing Director Classifications and their Compensation Schedules

APPROVED AS TO FORM  
Date 5/24/94 Lane county  
  
OFFICE OF LEGAL COUNSEL

## DEPUTY DIRECTOR

### DEFINITION

Assists the Executive Director in the Administration and management of the Agency; Directs financial operations; manages support services, personnel sections, contract administration, insurance and purchasing; conducts management analyses directed toward improving operational efficiency; provides technical support and consultation to division directors and program managers; and assumes overall Agency management responsibility in the absence of the Executive Director, or as assigned.

### SUPERVISION RECEIVED

Under the general direction of the Executive Director who establishes administrative policy guidelines and is consulted on major policy and legal issues.

### SUPERVISION EXERCISED

Exercises direct supervision over assigned clerical, technical and supervisory positions. May provide indirect supervision over other staff.

### EXAMPLES OF PRINCIPAL DUTIES (ILLUSTRATIVE ONLY)

1. Coordinates, approves and/or drafts Agency contracts and other agreements.
2. Participates with other Division heads and administrative staff as part of the management team responsible for formulating Agency policies and procedures.
3. Assists the Executive Director with special projects of a confidential nature.
4. Serves as Agency Director in the absence of the Executive Director. Assists the Executive Director in the administration of the Agency by performing management analyses or related work.
5. Plans, oversees and monitors the Agency's accounting/fiscal systems.
6. Coordinates annual agency-wide audit and periodic audits by grantor agencies.
7. Prepares the Agency's annual budget and various budgets and financial statements for grantor agencies and internal purposes.
8. Oversees the administration of certain grants, including the Comprehensive Grant Program.
9. Administers financial aspects of non-HUD housing development partnerships.

10. Responsible for the administration of insurance and fringe benefits. Serves as Plan Administrator for the Agency's retirement plan.

### RECRUITING REQUIREMENTS

#### Knowledge, Skill and Ability

Extensive knowledge of Accounting principles; Practices and procedures of modern public/business administration; techniques and practices of budgetary control; automated financial management systems; federal, state and local regulations governing grants normally received by a housing authority/community services agency; laws and regulations governing investment of public funds; tax regulations related to 401(K) retirement plans and low-income housing tax credit partnerships.

Ability to plan, organize, and direct all functions and responsibilities of the fiscal section of the Agency; analyze and evaluate the financial requirements of programs in relation to local, state, and federal guidelines; coordinate the design and implementation of automated fiscal accounting systems; make effective written and oral presentations to the staff, federal agency representatives, program participants and other groups; supervise staff in a variety of positions; contribute to the Agency's management team in the development and implementation of administrative policies and procedures.

### MINIMUM QUALIFICATIONS

#### Education

Graduation from a four-year college or university. A Masters degree in finance, accounting, public administration or related field, or certification as a Public Accountant (CPA) is desirable.

#### Experience

Five years highly responsible administration and financial management experience with at least three years in public fiscal management. At least three years of substantial supervisory responsibilities. Experience with Federal and state grant management is highly desirable.

## FACILITIES AND SERVICES DIRECTOR

Provides planning, administration and management of all Agency Maintenance and Community Services Programs. Currently, the Low-Income Weatherization Program, the Low-Income Energy Assistance Program, the Summer Food Program, the Agency Computerization Team and the Maintenance Department. Provides related services as required and assigned by the Executive Director.

### SUPERVISION RECEIVED

This position is under the general direction of the Executive Director who provides broad policy direction. The Executive Director reviews and evaluates the overall performance of the assigned programs and responsibilities for effectiveness and results.

### SUPERVISION EXERCISED

Exercises direct supervision over technical, professional and supervisory personnel. May directly supervise specific staff within the Division.

### EXAMPLES OF MAJOR RESPONSIBILITIES

Identifies, solicits and prepares grant applications from various sources to fund Agency facility improvements and Low-Income Community Services programs.

Represents the Agency as an Associate Member of the Community Action Directors of Oregon.

Directs and participates in the development of the Low-Income Energy Assistance Program (LIEAP) budget and work plan; monitors program goals and accomplishments; reviews and evaluates LIEAP Coordinator; prepares Board Orders and Board Communications.

Directs and participates in the development of the Low-Income Weatherization budget and work plan; monitors program goals and accomplishments; reviews and evaluates the Weatherization Coordinator; prepares Board Orders and Board Communications.

Directs and participates in the development of the Agency's computerization plans; monitors the program goals and accomplishments; reviews and evaluates the Computer Services Coordinator.

Directs and participates in the development of the Maintenance budget and work plan; monitors program goals and accomplishments; reviews and evaluates Maintenance Supervisor; prepares Board Orders and Board Communications.

Monitors, reviews and makes recommendations regarding State and Federal legislation that impacts the Agency's programs and budgets.

Participates with other Division Directors as part of the Agency's core management team responsible for formulating Agency policies and procedures.

Plans, organizes and moderates public meetings related to Federal requirements for citizen input for various grants.

## RECRUITING REQUIREMENTS

### Knowledge, Skills and Abilities

Principals and practices of public administration including regulations, rules policies and standards applicable to: HUD programs for building construction and maintenance; CDBG and HHS energy conservation and fuel assistance programs; USDA food related programs.

Knowledge and experience of administration of a major Public Division with demonstrated skills in supervision and management of: HUD programs related to facilities; Community Action Programs; Data Management and PC LAN based computer hardware and software including WAN experience.

Must possess demonstrated administrative skills in supervising and operating numerous public sector programs with multiple funding sources; provide personnel supervision and effective management; budget preparation and fiscal monitoring; effectively communicate orally and in writing; develop and organize programs, motivate staff.

Ability to effectively use computer software including: database programs, spreadsheets, timemanagers, electronic mail, and wordprocessors.

### Experience and Training

Graduation from a four year college or university with major course work in Community Service, Public Affairs. Four years of progressively responsible public service administrative experience within a social service organization is required. Experience in program administration and management with at least two years of supervisory responsibility.

## HOUSING PROGRAMS DIRECTOR

### GENERAL STATEMENT OF DUTIES

Provides planning, administration, and management of the Section 8 and Public Housing Divisions of HACSA, consisting of: the overall operations of the Section 8 Housing Assistance Programs (currently comprised of the Certificate, Voucher, and Moderate Rehabilitation Programs); the occupancy operations of the Public Housing Program and the Section 8 New Construction Program; and the maintenance of waiting lists for all Agency administered housing programs. Provides related services as required and assigned by the Executive Director.

### SUPERVISION RECEIVED

This position is under the general direction of the Executive Director who provides broad policy direction. The Executive Director reviews and evaluates the overall administration of the assigned programs and responsibilities for effectiveness and results.

### SUPERVISION EXERCISED

Exercises direct supervision over program supervisors, applicable exempt staff, lead positions, and the program Administrative Assistant(s). May directly supervise specific classifications within the division as well as provide indirect supervision over other positions.

### EXAMPLES MAJOR RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Plans, organizes, administers and reviews the occupancy and waiting list functions of HACSA's assisted housing programs. The major duties include; establishing program goals and standards, preparing and overseeing funding applications, program budgets, progress reports, and monitoring and evaluating program activities and personnel.

Assists in determining the appropriateness of new types of federally funded assisted housing programs for their ability to meet the needs of the local community. Assist in the design and implementation of those programs that may constructively expand housing assistance to low income residents of Lane County. Participates in the development and implementation of Resident Initiative Grants and other housing related programs administered by HACSA.

Provides guidance to the Hearings Officer about Agency policy, procedures and HUD regulations related to the administration of the Section 8 and Public Housing programs; reviews the procedures and practices used in the conduct of Informal Hearings involving applicants and participants in the assisted housing programs.

Prepares records alleging fraud or program abuse for submission to the HUD Regional Inspector General, or to other appropriate bodies for investigation

Coordinates and reviews, the Section 8 Administrative Plan, the Public Housing Statement of Policy, Utility Allowance Schedules, and Voucher Program Payment Standards. Implements HUD's annual adjustments to the Fair Market Rents, Annual Adjustment Factors, and other program modifications.

Evaluates the operations of the Section 8 and Public Housing and related programs for compliance with HUD regulations and requirements; monitors and implements changes in federal regulations or policies affecting these programs.

Participates with other Division heads and administrative staff as part of the management team responsible for formulating Agency policies and procedures.

### RECRUITING REQUIREMENTS

#### Knowledge, Skill and Ability

Thorough knowledge of and experience in the overall operation of Assisted Housing Programs; working knowledge of residential construction, repair, renovation and related costs; knowledge of health and safety specifications as required in the Federal Housing Quality Standards; knowledge of social services programs and local service providers; knowledge of federal, state and local legislation, regulations and codes pertaining to housing assistance programs including those related to Fair Housing and discrimination; knowledge of Oregon Landlord /Tenant Statutes; and knowledge of rental property owner organizations.

Must possess demonstrated administrative skill in supervising and operating assisted housing programs including; personnel management, fiscal monitoring, and budget preparation; skill in composing effective written communication targeted to specific populations; ability to effectively communicate with staff in all job classifications including technical or professional positions; ability to effectively communicate with program participants, property owners, managers and social service providers; ability to perform effective public speaking.

#### Experience and Training

Graduation from a four year college or university with major course work in Community Service, Public Administration or human services delivery systems. Four years of progressively responsible community service and administrative staff work in social services delivery. Experience in program management with at least two years of supervisory responsibilities.

5/94

## DEVELOPMENT MANAGER

### GENERAL STATEMENT OF DUTIES

Under the general supervision of the Executive Director or Division Director as assigned, administers the Agency's Housing Development Programs, and performs related work as required.

### CLASS CHARACTERISTICS

This is a single-position, program-head classification involving administrative and managerial work in the Agency's development programs. The employee in this position is considered a program specialist in working with individuals, banks and community organizations, including the states, cities and districts, to implement housing facility improvement projects. This classification is differentiated from lower-level classifications by its greater emphasis on administrative and managerial aspects of the work and the necessary delegation of administrative accountability of major programs. It is also distinguished by the greater amount of authority and latitude to exercise discretion in resolving operational administrative problems. Work is evaluated on the basis of the smooth functioning and results obtained from the organizational unit assigned.

### SUPERVISION EXERCISED

Exercises direct or indirect supervision over program professionals, line and support staff, as assigned by the Agency, for the administration of current community development programs.

### EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

Analyzes, plans and administers community and housing development programs; supervises a staff of program professionals and support staff; analyzes and controls expenditures; participates in the development of and implements operational policies and plans to which assigned; evaluates operational effectiveness; prepares bid packets and monitors contracts with outside contractors; assists in the preparation of reports and other required documents to Federal grant sources; assists superior in broad program and policy development.

### MINIMUM QUALIFICATIONS

#### Education:

Graduation from a four-year college or university with major course work in Community Services, Public Administration or a related field.

**Experience:**

Three years of progressively-responsible housing development program management, including a thorough knowledge of applicable Federal/State grant requirements. At least one year of supervisory experience is required.

**Substitution:**

Any additional qualifying combination of experience and training on a year-for-year basis up to a maximum of two years may be substituted for the required education degree.

**RECRUITING REQUIREMENTS**

**Knowledge of:**

Principles and practices of public administration; regulations, rules, policies and standards applicable to housing development programs; practices and techniques utilized for program and operational analysis and evaluation of applicable Agency development programs, community and housing resources and utilization; grant administration.

**Ability to:**

Analyze, evaluate, plan and organize program operations; control expenditures; train and supervise professional subordinates; establish and maintain effective working relationships with other agencies and community resources; perform work independently with minimal supervision and direction; recognize deficiencies and take appropriate action; effectively communicate both orally and in writing; administer program regulations and policies to the desired objectives.