



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Eligibility Manager

External/ Internal Posting

Announcement No.: 22-025

DEPARTMENT: Eligibility Department

SALARY RANGE: \$75,046 - \$119,995 per annum

OPENING DATE: Wednesday, May 11, 2022

CLOSING DATE: Until Filled

POSITION SUMMARY: Under general direction of the Chief Operating Officer, this position manages, supervises, assigns, provides work direction, and monitors the work of staff responsible for providing initial eligibility for admission to programs within the Conventional Public Housing Operations, and the Housing Program Departments. Employees in this classification perform professional and supervisory work. In addition to the day to day management of the Eligibility Department, the Eligibility Manager is actively involved, as required, to ensure that deadlines are met and resolve problems. The incumbent will be innovative and possess the ability to lead a diverse team with varying skills and responsibilities. The eligibility Manager is a vital member of the Executive Management team and, as such, advises the Chief Operating Officer, the Executive Director and other members of the Executive Management team on issues pertinent to the eligibility and admissions process. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: Exercises supervision over professional, technical, and clerical staff.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed below.

- **Plan, organize, direct, control, prioritize, assign, supervise, and review the work of staff responsible for determining eligibility and maintaining applicant records within the Eligibility Department; assign and monitor workloads; be the final decision maker on matters of significance for the department/work group.**
- **Exercise discretion and independent judgment involving the comparison and the evaluation of possible courses of conduct and acting or making a decision after various possibilities have been considered.**
- **Formulate, affect, interpret, or implement management policies or operating practices, including having authority to waive or deviate from established policies and procedures without prior approval.**
- **Carry out major assignments in conducting the operations of the business; as an agent of the Authority, commit the Authority in matters that have significant financial impact.**
- **Plan, manage, and is accountable for the department budget, including participate in the coordination of assigned program budget; submit budget recommendations; monitor expenditures in accordance with Housing Authority's policy and procedures.**
- **Engage in high level consulting and/or mentoring, including providing guidance or advisement concerning implications on courses of action and merits of one or more strategies in comparison to others.**
- **Oversee management of waiting list to ensure preferences and priorities are issued properly and applicants are referred in accordance with Housing and Urban Development (HUD).**
- **Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.**

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Three (3) years previous experience in determining eligibility public housing programs including two (2) years in a lead or supervisory role.

Education: Bachelor's degree in Public Administration, Business Administration, Social Work, or similar discipline; OR seven (7) years equivalent combination of education and/or experience.

LICENSES AND CERTIFICATIONS: Rent Calculations and Eligibility in Low-Income Housing Programs certificates from a HUD approved certification agency is preferred.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of principles and theory of business management.
2. Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
3. Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
4. Ability to interpret and explain Housing Authority eligibility policies and procedures.
5. Skills in budget preparation and administration.
6. Skills in interviewing, selection, and employee retention techniques.

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is an **EXEMPT** position and is NOT eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK: Satisfactory results of the pre-employment drug test and background check are required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must complete an Employment Application, with an updated resume attached. Applicants can visit www.snrha.org, click on employment tab to complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.