SPECIAL NEEDS PROGRAMS ADMINISTRATOR
Salary Range: $50,890-$91,490
Salary commensurate with experience and qualifications.

ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at www.azhousing.gov

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

JOB SUMMARY

Reporting to the Assistant Deputy Director of Housing & Community Development, the Special Needs Programs Administrator manages the Special Needs Programs division, ensuring the Balance of State Continuum of Care, Housing Opportunities for Persons with AIDS (HOPWA), Housing Trust Fund (HTF), Rapid Rehousing (RRH), Fair Housing and Arizona Department of Housing (ADOH) funds are allocated and expended in compliance with federal, state and local requirements. This position will manage positions which perform the duties necessary to operate a successful Balance of State Continuum of Care and deliver programs to meet the demands of Special Needs populations across the state. This position works in conjunction with the Assistant Deputy Director of Housing & Community Development to constantly assess where programs can be expanded, revised or created to meet the needs of Special Needs populations statewide. Maintain working relationships with local governments, state agencies, Councils of Governments, non-profits, HUD, Arizona Housing Coalition and other entities with which ADOH collaborates to deliver services.

Major responsibilities include, but are not limited to the following:

- Administration of the Special Needs Programs Division ensuring that services are available to the Special Needs Populations across the state which include persons who are physically and developmentally disabled with a serious mental illness, developmentally disabled, experiencing homelessness, living with substance abuse issues, HIV/AIDS positive and other individuals and families that demand special assistance in meeting their housing needs such as homeless youth and veterans. Supervision of Program Specialists who manage the delivery of services through performance based contracts including Rapid Rehousing, Rental Assistance, Permanent Supportive Housing, Homeless Prevention and Stabilization Services. Supervision of the Continuum of Care Coordinator (CCC) who is responsible for performing the duties necessary for the successful operation of the Balance of State Continuum of Care for which ADOH is the Collaborative Applicant, the Homeless Management Information System (HMIS) Lead and the Grantee. Works in conjunction with the Assistant Deputy Director of Housing & Community Development to constantly assess where programs can be expanded, revised or created to meet the needs of Special Needs populations statewide. Maintains working relationships with local governments, state agencies, Councils of Governments, non-profits, HUD and other entities with which ADOH collaborates to deliver services.
• Maintain a working relationship with staff at the Maricopa Continuum of Care, Pima Continuum of Care, Arizona Department of Economic Security (the Emergency Solutions Grant grantee), AHCCCS and other entities to be knowledgeable of the services they deliver and to engage them in statewide planning and program development. Collaborate with these entities to develop best practices (standard work) in Rapid Rehousing, Supportive Housing, Homeless Prevention, Shelter Operations and the Homeless Management Information System. Collaborate with these entities and the emergency shelter providers in their respective areas to assess their emergency shelter needs and adjust service delivery to meet the demand. Provide assistance in reviewing funding proposals and other activities in which ADOH is needed as a team member.

• Review Requests for Proposal and funding applications for responsiveness to ADOH standards, make funding recommendations to the Funding Team, assign approved projects to Program Specialist staff for contract management, overseeing all contract work, review contracts, legal documents and requests for payments, review correspondence, monitor documents and close out documentation. Responsible for the resolution of any significant issues that may arise during the course of such contracting.

• Ensure that the use of the Homeless Management Information System (HMIS) continues to increase (by adding new agencies) and to progress in quality of the data and in the usefulness of the analysis and reports it produces. This position will also ensure that the Continuum of Care Coordinator performs frequent data analysis to determine adherence by funded agencies to performance standards and coordinate with HMIS Systems Administrator to adjust the HMIS technical support as necessary to accommodate system improvements.

• Monitor current trends in the field of affordable housing and ending homelessness, evaluate impact and recommend policy and procedural modifications accordingly. Assist with the development of all manner of program related materials, including revising and maintaining established policies, operating procedures and goals in compliance with internal and external regulations. Work with the Assistant Deputy Director of Housing & Community Development to design new programs, recommend changes to established programs and participate in trainings to impart expertise in new programs.

• Work with other divisions of the agency, including the Data Division, Accounting Division and others as required. Meet with outside groups as necessary to further achieve of the goals of the division. Demonstrate analytical skills and financial analysis along with facilitate meetings, organize and reprioritize work to meet changing priorities and deadlines all within the framework of the Arizona Management System.

• Other duties as assigned.

QUALIFICATIONS

Please include a cover letter when submitting your resume that clearly conveys your qualifications for this position.

Knowledge:
Knowledge of state and federal funding sources; considerable knowledge and principles and practices of the administration of state agencies and management; state and federal contract management requirements; internal controls and auditing procedures; extensive knowledge of housing programs and services.

Skill:
Organization skills; written and communication skills; negotiating and interpersonal skills; analytical skills; public speaking and presentation skills; conflict resolution; considerable computer skills; time management.

Ability:
Ability to manage effectively; Ability to maintain confidentiality; work effectively with superiors, subordinates and groups, outside entities and other governmental agency representatives; ability to analyze data and reports and develop sound recommendations; establish partnerships and working relationships.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

• Medical, Dental, Life, and Short-term disability insurance plans
• Top-ranked retirement and long-term disability plans
• Accrued vacation and sick leave
• 10 paid holidays per year
• Deferred compensation plan
• Credit union membership
• Wellness plans
RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 27 week waiting period for enrollment.

HOW TO APPLY

Submit your cover letter and resume to resumes@azhousing.gov

This position will remain open until filled.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.