



Job Description: **Executive Director of Yankton Housing and Development**

Location: City Hall

Department/Division: Public Works

Reports too: Yankton Housing & Development Board

FLSA: Exempt

**Definition:** Under administrative direction of the Yankton Housing and Redevelopment Commission, provides safe, sanitary, affordable housing for the disabled, elderly and working poor in our community.

\*Through contract with US Department of Housing and Urban Development we also provide rent assistance to families in Yankton County, Bon Homme County, Gregory County, Tripp County and the City of Lake Andes.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class).

**Tasks:**

- Directs and supervises the Housing and Redevelopment Commission including but not limited to the Section 8 Housing Choice Voucher Program, housing inspections, eligibility interviews, grant writing, and other assignments and criteria as listed herein.
- Administers all aspects of the Federal Section 8 Housing Choice Voucher program.
- Develops, writes, and administers grants to secure funding for the Section 8 Housing Choice Voucher Program.
- Conducts initial and annual housing quality standards inspections of properties that participate in the rent assistance program.
- Initiates and supports rental clearing house.
- Prepares all grant accounting reports; ensures all programs meet the compliance requirements; carries out all commission directives; performs duties as secretary to all commission meetings; provides work reports, reports on all projects and prepares all packets.
- Responsible for keeping all commission members informed on all issues and problems; provides budgetary information to the City; keeps city officials current on all activities.
- Develops and maintains annual operating budget. Develops and maintains annual Housing Assistance Payment budget. Develops and maintains Security Deposit Loan Program and budget.
- Compiles and submits quarterly Voucher Management System Data to HUD.
- Compiles, submits and reconciles all MTCS data through PIC system.
- Develops and submits Annual Plan and Five-Year Plan per HUD directives.
- Prepares and submits SEMAP – Section Eight Management Assessment Program as directed.
- Conducts all initial briefing sessions for applicants as well as conducting initial eligibility interviews

416 Walnut St

PO Box 176

Yankton, SD 57078-0176

Phone (605) 668-5221

[www.cityofyankton.org](http://www.cityofyankton.org)

EQUAL OPPORTUNITY EMPLOYER

- Maintains responsibility for keeping current on changes in federal regulations, revisions and updates to Administrative Plan and Equal Opportunity Housing Plan; assists housing facilitators for Impact and Behavioral Health Services in providing rental assistance; networks with Contact Center and Department of Social Services for information and resource sharing related to homeless and involuntarily displaced.

**Knowledge, Skills and Other Characteristics:**

- Ability to lead, communicate, collaborate effectively and critically think, problem solve and influence others.
- Knowledge of federal, state and city rules, regulations, policies and procedures related to public housing assistance.
- Knowledge of grants and project research, development, application, administration and reporting.
- Knowledge of construction, maintenance, repair and operation of low-income housing.
- Knowledge of management level preparation of reports.
- Knowledge of budgeting, dispersion and auditing procedures.
- Working knowledge of computer operation and programs such as Microsoft Office including Excel
- Skill in interviewing, evaluating, and motivating applicants.
- Skill in inspecting, monitoring and prioritizing the redevelopment, maintenance and repair of units participating in the Housing Choice Voucher Program.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing cooperative work relationships with those contacted during work.

**Qualifications:** Bachelor’s Degree in Business or Public Administration and three (3) years of related experience in housing, social work, or non-profit welfare assistance program management. A related master’s degree may substitute for one year of experience.

Physical requirements for the position include the ability to move around residential housing sites, sitting for long periods of time, driving or riding on trips, keyboarding and extended viewing of a computer screen, climbing stairs, crouching and reaching.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Driver’s license requirement:

- Essential
- Non-essential
- CDL required

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