

Housing Programs Administrator - Over the past 29 years that the Department of Housing Services has been in existence, the Owned Housing Services Division has not been able to attract a division head capable of developing acceptable policies and procedures, with a focus on establishing a model property management program. The reorganization of the Department will permit the agency to establish one major division, with the capacity to draw upon established policies and procedures, as well as internal management and organizational talents. Subsequently, the new position of Housing Programs Administrator, will supervise the operations of the Section 8 Programs and Admissions Programs (2,322 Section 8 Certificates and Vouchers), through their respective supervisors; the position will also supervise the Public Housing Maintenance and the Public Housing Supervisors, who are responsible for managing 911 housing units owned by the agency. These key supervisors will report directly to the Housing Programs Administrator, who will have to possess a degree in public administration, real property management, and ten years experience or equivalent experience.

Public Housing Supervisor - Over the past 29 years that the Department of Housing Services has been in existence, the Owned Housing Services Division has not been able to attract a division head capable of establishing a model property management program with an exemplary maintenance operation. The reorganization of the Department will reduce the previous Owned Housing Services Administrator to a supervisor, responsible for only the property management of the 911 units owned by the agency. The Housing Programs Administrator will supervise the Public Housing and Maintenance Supervisor positions, which will enable the supervisors to focus on very specific tasks. The current vacancy rate is 10 percent, this position will assist with improving the lease-up rate and quality control of existing tenants. Minimum requirements will consist of graduation from college with a degree in planning, business, or real property management, and two years of municipal housing experience.

Section 8 Housing Supervisor - Prior to the reorganization of the Department of Housing Services, a Section 8 Administrator was responsible for supervising the Section 8 Division which is responsible for 2,322 Section 8 Certificates, Vouchers, and Moderate Rehabilitation units. Personnel in this Division are case managers, inspectors, and support staff. Reduction of this position to supervisor will permit the incumbent to focus on

details required for increasing the lease-up rate, and allow the division head to concentrate on marketing the programs to landlords in outlying areas of the county. Minimum qualifications for the position will be graduation from college with a degree in business, planning, or real property management, and two years of municipal housing experience, or any equivalent experience.

Admissions Supervisor - Prior to the reorganization of the Department of Housing Services there was one Applications Specialist responsible for recruiting and processing applicants for the available units that occur within the 2,322 Section 8 Certificates, Vouchers, and Moderate Rehabilitation units; and there was one Applications Specialist responsible for recruiting applicants for the 911 public housing units owned and managed by the agency. Aggressive administrative policies have increased the numbers of terminations and evictions over the past four years, and decreased the number of programs for eligible applicants. Marketing must become the key emphasis in order to improve the agency's vacancy rate and lease-up rates, respectively. This position will supervise and coordinate the various recruitment and orientation sessions utilized to attract new participants. Minimum qualifications for the position will be graduation from college and two years of municipal housing experience, or any equivalent experience.

On-Site Property Manager - The City of Des Moines owns and manages five manors dedicated to serving the elderly, handicapped, and disabled, in which approximately 390 tenants reside. Having someone on-site to assist with various duties would be advantageous to the agency and our residents. This person would assist with reporting work orders when clients are unable, or assist the Police and Fire Departments enter units in cases of emergencies; they would also provide assistance for new tenants moving into the building. There will be a part-time person assigned to each building, and will be supervised by one of the Public Housing Coordinators. The minimum requirements are that applicants live at the manor where the position is available, and have a current Iowa Driver's License with an operable vehicle.