

VERMONT HOUSING & CONSERVATION BOARD
Job Description

POSITION: **PROGRAM DIRECTOR**
Lead Hazard Reduction Program / Healthy Homes

REPORTS TO: Director of Federal Housing Programs

CLASSIFICATION: Regular, Full-time, Exempt

Description:

The Program Director of the Lead Hazard Reduction Program is responsible for the development and day-to-day management of all aspects of this program and the supervision of its staff.

Responsibilities include:

Grants / Compliance

- Implementing and successfully administering Lead Hazard Control Grants awarded to VHCBC by the U.S. Department of Housing & Urban Development (HUD).
- Ensure that HUD grants are administered in full compliance with relevant legislation, the Notice of Funding Availability (NOFA), the grant agreement with HUD, and other guidance issued by HUD.
- Work collaboratively with the Vermont Department of Health and other State agencies, HUD and other federal agencies, the National Center for Healthy Housing, and other research and advocacy groups.
- Take primary responsibility for adherence to program budgeting, work with VHCBC financial department in processing of payments, reporting, and general financial management of the program.
- Utilize the VHCBC database to maintain all program data in accordance with the requirements of HUD.
- Work collaboratively with the Director of Federal Housing Programs and the Housing Director to conduct strategic program planning.
- Coordinate program activities with other funding agencies.

Operations

- Work with existing VHCBC systems and oversee all operational aspects of the program including program design, system development, and day-to-day management in compliance with federal regulations, VHCBC policies, and state priorities, as applicable.
- Collaborate with the VHCBC Finance Team to complete compliance reporting and to integrate program operations with VHCBC's financial processes and systems.
- Responsible for marketing the program, training and technical assistance to potential applicants and any subgrantees to insure effective use of resources and compliance with federal requirements.
- In collaboration with program staff, continually evaluate and review program policies and procedures and make changes when necessary or appropriate.
- Process or oversee the processing of applications for assistance.
- Make eligibility determinations.

- Oversee project design, specification development, relocation activities, preparation of awards, construction, and disbursements. Undertake these activities directly on occasion as staff workload necessitates.
- Review and, as necessary, re-bid or renegotiate contracts for services, including but not limited to the contracts for lead evaluation services, laboratory analytical services and contracts with historic preservation consultants.
- Oversee consultants providing services to the program.
- Supervise program staff including the Project Manager, the Program Coordinator, and other staff who may be hired.
- Represent VHCB and the program, as appropriate, to non-profit organizations, community groups, and federal and state agencies, including participation in related collaborative efforts such as conference calls and meetings.

Qualifications:

- Direct experience managing a lead hazard control or residential rehabilitation program, including administration and financial oversight.
- Experience ensuring compliance with federal regulations.
- Knowledge of lead poisoning prevention and lead paint hazard mitigation.
- Computer literate - ability to efficiently utilize word processing, spreadsheet, and database programs.
- Ability to work well with different constituencies.
- Experience working with non-profit organizations.
- Excellent communication skills.
- Some in-state travel necessary; occasional out of state travel

Starting Salary: Range \$58,000 to \$63,000, commensurate with experience. Comprehensive benefits package included.

Program Overview

The Lead Hazard Reduction Program is a state-wide initiative funded by a grant from the U.S. Department of Housing and Urban Development that provides technical and financial assistance to reduce lead hazards in Vermont’s housing stock. Goals of the program are to increase the amount of affordable, lead-safe housing; to promote safe and effective methods of reducing lead hazards; and to increase public awareness about the dangers of lead paint. Owners of eligible properties receive XRF testing, risk assessment, specification development, laboratory analysis and construction management services, as well as grants and loans to complete the necessary work. Assistance is provided to non-profit owners of permanently affordable rental housing, low-income homeowners, and private owners of affordable rental housing.

The program works closely with the Vermont Department of Health and other partners to educate the public and to coordinate lead hazard control work in homes with lead poisoned children. Other partners include various groups around the State rehabilitating housing that involves lead hazard control. The program also conducts research on lead hazards and other home health and safety concerns with the National Center for Healthy Housing and other researchers.