

# City of Las Vegas Career Opportunity

Applications are being accepted for a full time Housing Director for the City of Las Vegas Housing Department.

**Entry Level:** Per Pay Plan –

**Nature of Job:** This is highly responsible administrative and professional level work with responsibility for planning, organizing and directing all operations and activities of the Las Vegas Housing Authority. The incumbent is also responsible for advising the Board of Commissioners on policy formulation and developing programs to carry out these policies. Activities associated with the job include overseeing all aspects of the Public Housing, preparing and monitoring annual operating budgets, coordinating all staffing and the development of the five year plan and capital funding initiatives. Activities associated with the position require the exercise of independent judgment and initiative and the application of extensive knowledge of the regulations governing Public Housing. Supervision is exercised over a group of administrative and maintenance support personnel who have functional responsibility over daily housing authority operations and activities. Job responsibilities also require excellent interpersonal, organizational, analytical and communication skills, extensive knowledge of the federal, state and local regulations pertaining to public housing authority operations and considerable experience supervising support staff. Job performance is evaluated through annual independent audits, HUD reviews and audits and the Board of Commissioners who review the efficiency and effectiveness of all agency operations, compliance with governing rules and regulations and efficiency of budgetary expenditures. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** Must possess a valid New Mexico Class D Operators license and also must be insurable by the City's insurance carrier. Must be capable of completing the Public Housing Managers designation within one (1) year of appointment. Must have experience in managing a housing authority and extensive knowledge of city, state, and federal laws and regulations pertaining to the administration of a local housing authority.

**Posted:** General Public: June 28, 2017 - Until Filled

**General Public:** Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline to include probationary employees. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**

  
Richard R. Trujillo, City Manager

  
Cipri Gonzalez  
Human Resource Manager