

OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY

Job Title: Supportive Housing Manager

Position Number: 20011382

Starting Salary: \$70,000 yr.

Division/Office: Community Services/Community Development

Location: 77 South High Street, 26th Floor

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

Work Hours: 8:00 am to 5:00 pm, M-F

POSTING DATE: OCTOBER 7, 2021

DEADLINE FOR APPLYING: OCTOBER 28, 2021

Job Duties:

Acts as manager of Office of Community Development (i.e., OCD) Supportive Housing Section: Supervises & coordinates work load for designated staff (e.g., oversees assignments, evaluates employee performance, develops program goals & objectives); plans, directs & coordinates grant management of approximately 300 grants each fiscal year to communities & nonprofit organizations (e.g., provides oversight of application review & grant agreement issuance, ensures accurate grant documentation/file management, oversees grant monitoring & closeout process).

Attends meetings, conferences & seminars; serves on committees as assigned; interacts with OCD award recipients & their affiliates regarding program management rules & regulations; conducts on-site technical assistance which requires occasional overnight stays; compiles, edits & reviews written reports regarding Supportive Housing Section's grant management; makes recommendations & trains office staff regarding completion of job duties & functions of Supportive Housing Section; provides technical assistance involving interpretation & implementation of state, federal & programmatic regulation & policies & procedures; oversees data collection & reporting systems, including monitoring visits; participates in development of Ohio Consolidated Plan & other state & federal planning & reporting documents & implementation of balance-of-state Homeless Management Information System tracking client & performance related data for all homeless programs & compliance; participation in development of balance-of-state continuum of care policies & structure including performance based funding.

Coordinates with other section managers & staff to ensure effective communications regarding programmatic & administrative development; assures section staff are acting as liaisons with grantees to provide timely & accurate responses to customer needs; coordinates training, technical assistance, financial oversight & grant management for supportive housing-related programs (e.g., Homeless Assistance, Emergency & Supportive Housing Targets of Opportunity Grants, Housing Opportunities for Persons with AIDS Continuum of Care Programs, & Recovery Housing Programs); coordinates with managers & other staff regarding compliance areas & training needs.

Monitors changes in federal legislation; develops new programs & modifies current programs to address goals of State of Ohio; promotes Ohio Department of Development (i.e., Development) & Office of Community Development programs by attending meetings & making presentations; serves as a liaison to divisions within Development, local government officials & external partners prepares & submits reports on findings; performs other related duties as assigned.

Qualifications: (A test may be given to determine qualifications)

1. Bachelor's degree in social science, public administration or related area
Or equivalent work experience in one of the areas.
2. Extensive experience in working with housing & homeless programs required.
2. Experience with program management, group facilitation & public policy research & development.
3. Previous supervisory experience.
4. Excellent oral, written & interpersonal skills with experience dealing with many types of people at various levels.
5. Experience with troubleshooting general business & technology issues.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or <http://ohiomeansjobs.com>

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215
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