

**HOUSING PROGRAM MANAGER**

Classification: Exempt

**Nature of Work**

Under the supervision of the executive director and the assistant director, the Housing Program Manager is responsible for the management of the low income rental assistance programs in the Meramec Region.

Responsibilities performed on a daily and/or weekly basis include:

All of the duties of the Senior Housing Coordinator position, which are:

Responsibilities performed on a daily, weekly, and/or monthly basis may include:

- Taking applications and interviewing applicants to determine program eligibility and bedroom size allotment;
- Interviewing landlords interested in program participation;
- Arranging for inspection of individual rental units by housing inspector to determine whether units meet program requirements or what improvements and modifications are necessary to bring unit up to specifications;
- Enrolling landlords in program and explaining landlord responsibilities;
- Interviewing prospective tenants and verifying income to ensure that they qualify under income guidelines;
- Assisting eligible tenant families in securing approved housing assistance;
- Keeping accurate tenant records and tenant waiting lists;
- Counseling tenants and landlords to resolve problems and complaints;
- Typing and filing duties as required;
- Maintaining HAP payments on computer;
- Maintaining a high level of knowledge and expertise concerning government subsidized housing programs;
- Requisitioning supplies;
- Performing additional duties to keep the program running smoothly;

Supervisory responsibilities performed on a daily, weekly, and/or monthly basis may include:

- Supervising the housing staff;
- Reviewing and signing all contracts between landlords and the Public Housing Agency (PHA);

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- Overseeing the accuracy of all tenant files;
- Arranging for reimbursement of assistance overpayments due to noncompliance of regulations and to reimburse on damage and vacancy claims;
- Maintaining a system of recording, reporting, and filing;
- Serving as liaison with the Housing Advisory Board;
- Preparing meeting agendas and materials;
- Keeping accurate records of payments made to landlords and tenants on a monthly basis;
- Preparing monthly housing assistance payments;
- Maintaining records for tax reporting to landlords on rental income;
- Planning program strategies;
- Maintaining and enforcing the HUD approved administrative plan;
- Updating and getting approval from the board on administrative plan changes;
- Requisitioning of Housing Assistance Payments on a monthly basis;
- Analyzing, planning, and evaluating program strategies;
- Approving of time sheets for housing staff;
- Overseeing special correspondence with tenants and landlords as required;
- Preparing applications for program units;
- Preparing staff evaluations in conjunction with the executive director;
- Performing other activities as required to promote an effective housing program.

Responsibilities performed on a weekly and/or monthly basis include:

- Performing housing review inspections;
- Preparing budgets and revised budgets for the low income housing programs;
- Preparing requisitions and revised requisitions for the low income housing programs; and
- Performance of any other task assigned.

Responsibilities performed on an annual basis may include:

- Coordinating and filing of form 1099's as required by IRS;

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine duties.

### **Qualifications**

Graduation from an accredited college or university with a major emphasis in business administration, sociology or related field and three years of relevant experience. Two years of relevant experience may be substituted for each year of education. Some supervisory experience is preferred. Must possess a valid driver's license. Must be able to communicate effectively with staff, co-workers, commissioners and the public. Within

one year of appointment, must qualify for certification by HUD in Section 8 Occupancy and Rental Calculation Regulations.

### **Physical Requirements**

Constant use of hands and arms to type and write in order to complete necessary paperwork and update forms and files. Must be able to lift boxes of computer paper and carry stacks of files from one location to another. Must be able to sit long periods of time. Must be able to converse directly and by phone with customers. To perform housing inspections, must be physically able to drive non-stop for up to two hours; must be able to climb stairs and to crawl under homes to view such things, as tie downs and plumbing; and must be able to walk long distances and on rough terrain.

### **Salary Range**

The salary range for this position is \$62,919 to \$72,550 per year.

### **Internal and External Application Information**

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Bonnie Prigge, executive director, or by email at [bprigge@meramecregion.org](mailto:bprigge@meramecregion.org) with "Housing Manager Resume" and applicant's last name in the subject line of the email. Position is open until filled. EOE/AA.

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*Bonnie Prigge* *1-30-2024*  
Executive Director, Meramec Regional Planning Commission