



DEPARTMENT OF

# HOUSING AND COMMUNITY DEVELOPMENT

## Housing & Homeless Services Manager

Salary: \$57,641-\$62,392

Type: Full Time

Benefits: Full Benefits

Date Posted: 7/23/2024

### About HCDD

The Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. These functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

### Profile

The Housing & Homeless Services Manager facilitates the development of quality, affordable housing opportunities, programs and services that are responsive to the needs and preferences of recipients within the least restrictive setting possible. The position works collaboratively with state and federal agencies, community programs, housing authorities, stakeholders and advocacy organizations. This position develops and maintains affordable housing development and homeless services initiatives and grants.

### Preferred Education

Bachelor's Degree in Social Work, Business or Public Administration or a similar field.

### Preferred Experience

Minimum of 2 years' experience in research, grant writing/administration, analytical and quantitative presentations, and two years of social work case management experience.

### Requirements/Certifications

Valid Maryland Driver's License

### How to Apply

1 Visit [salisbury.md/apply](http://salisbury.md/apply)

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

# City of Salisbury, MD

## Classification Description

---

Classification Title: Housing & Homeless Services Manager

Grade: M3

Department: Housing & Community Development

FLSA Status: E

Date: 04/18/2024

---

### **Position Profile:**

The Housing & Homeless Services Manager facilitates the development of quality, affordable housing opportunities, programs and services that are responsive to the needs and preferences of recipients within the least restrictive setting possible. This position works collaboratively with state and federal agencies, community programs, housing authorities, stakeholders and advocacy organizations to plan, develop, monitor, manage, and implement Housing First and other affordable housing development and housing and homeless service initiatives and grants.

### **Duties and Responsibilities**

**Administration/ Project Management:** Initiates and manages projects to completion.

Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary.

- Administer the Permanent Supportive Housing program including handling monthly accounting; rent, utilities, leases and security deposits.
- Supervise the Way to Work Program, Hi, Jean! Program and Serve as Annual Point in Time Count for Wicomico County.
- Manage grant opportunities to benefit homelessness to include Homelessness Solutions Program grant (HSP) and Projects for Assistance in Transition from Homelessness (PATH).
- Locate housing for homeless and maintain rapport with participating landlords or agencies working with homeless within the region, including Wicomico County and the Lower Eastern Shore.
- Maintain and foster collaborations with partner agencies and non-profits

**Skills Proficiency/Flexible Capability:** Ability to develop and adapt skills and processes to complete assignments. Completion in timely manner.

- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies and procedures.
- Assist team members with planning in providing outreach to homeless.

**Leadership/Asset Builder:** Leverages the strengths of others to achieve common goals and position team for growth and stability.

- Supervises and leads team, which consists of Case Managers.
- Collaborates with the Housing & Community Development Director, as well as other City departments and stakeholder groups.

**Stewardship/Systems:** Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.

- Maintain all homeless service grants.
- Monitors and reviews expenditures within the Housing & Homeless budget and keeps Housing & Community Development Director informed.
- Provides consultation and direction to staff, build moral and increase productivity.

**Development/Staff Development:** Participate and provide opportunities to engage in professional development.

- Serve as point of contact with team and community partners and assist with their requests.
- Work on improving leadership skills by attending relevant meetings and trainings.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

### **Education and Experience**

- Bachelor's Degree in Social Work, Business or Public Administration, or a similar field preferred.
- At least two years of research, grant writing/administration, analytical and quantitative presentations experience required.
- Valid Maryland Driver's License.

### **Physical Requirements**

- Work requires ability to navigate outdoor terrain, including but not limited to wooded areas, railroad tracks, being exposed to extreme temperatures, etc.
  - Requires the ability to do moderate lifting for move-ins, and donations of items for the homeless to include some furniture and bulk food items or necessities.
  - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, incident sites, e.g., use of safe work place practices with office equipment, avoidance of trips & falls, observance of fire & building safety, as well as incident/accident site protocols.
-

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.  
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.