



COLUMBUS METROPOLITAN HOUSING AUTHORITY
COMMUNITY. COMMITMENT. COLLABORATION.

Vice President of Housing Choice Voucher Programs



If you are a change agent, true leader and visionary with great relationship building skills then this career changing opportunity is for your consideration. Please submit a detailed resume in Word format immediately to:

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Columbus Metropolitan Housing Authority (CMHA)

In 1934, the Ohio Legislature passed the Ohio Housing Law, which established the Ohio State Board of Housing, which, in turn formed CMHA. However, it was not until 1937, when President Roosevelt signed into law the Federal Housing Act, that funds were made available for CMHA to begin construction of public housing. CMHA operates with federal funds received from the provisions of our Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD).



The first project constructed in Columbus was Poindexter Village, a community built to house over 400 families. It was a modest beginning, but CMHA has grown in the years since. Today CMHA owns over 2,200 units throughout Franklin County. They house families, elderly and handicapped. An additional 13,500 plus private sector apartments are available through the Section 8 subsidized housing programs.

But the real growth of CMHA is not measured in brick and mortar alone. CMHA has been a leader among the nation's housing authorities in developing the kind of programs that "make a house a home." Today CMHA residents enjoy a broad range of recreational, social and educational services, made possible through the cooperation of many community agencies and organizations.

Over the past five years CMHA has streamlined their operations to free up capital to invest in growing their portfolio and Housing Choice Voucher program. In 2019 CMHA closed over \$53 million in development deals, impacting over 500 families. These deals included mixed-income acquisitions, new construction for a special need's population, and preservation of an existing affordable housing development. CMHA also laid the groundwork for a big year in 2020. They expect to do close to \$250 million in development activity this year, providing improved affordable housing options to over 1,400 families. Since 2013 we have expanded our portfolio to serve 1,590 more families; and we will keep grow over at least the next three years, with a goal of serving 500 new families per year.

The purpose of CMHA is not only to provide housing, but to also build a healthy community environment in which their residents can live with safety, comfort and dignity.

Essential Duties and Responsibilities

- Manages and supervises all assigned employees and has executive responsibility for coaching and mentoring (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends and adjusts pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to financial data used in monitoring department revenue/income, etc.); manages, coaches, leads change, and develops leadership team and staff.
- Collaborates with partners to advance the mission and provide affordable housing; oversees and supervises Housing Choice Voucher, Project-Based Voucher, Shelter Plus Care, and Homeownership programs to ensure compliance with HUD federal regulations and the Authority's approved Housing Choice Voucher/Section 8 Administrative Plan and highest possible ratings under HUD's Section 8 Management Assessment Program (SEMAP); plans, supervises, and monitors daily overall activities, documentation, and report submissions of the Authority's Section 8 housing programs; projects, on a continuing basis, Housing Choice Voucher turnover to ensure a sufficient stream of participants is in process to fully utilize the available voucher funding and to maximize program administration fees; assists in the preparation and coordination of the Authority's Housing Choice Voucher annual budget and monitors expenditures during the year; prepares and submits all funding applications for Section 8 Programs and Shelter Plus Care Programs; monitors program outreach efforts for the Section 8 tenant-based assistance programs and evaluates results; develops and oversees the selection process of securing project-based units for the Project-Based Voucher Program.
- Reviews, interprets, and implements rules, regulations, and legislation pertaining to Section 8 housing programs and makes changes as needed; monitors overall compliance with Section 8 rules and regulations pertaining to HQS inspections; makes effective policy, administrative, and management decisions on routine activities in operation of the programs; ensures housing management staff is advised of changes in policies.
- Monitors selection of tenants to ensure compliance with federal requirements concerning selection preferences; works to ensure that participants, tenants, and landlords are held accountable to Authority and HUD program rules; assists development managers and tenants in resolving controversies and makes recommendations to the Chief Operating Officer.

- Responsible for responding/submitting corrective action plan to HUD for any discrepancies/findings with the program during HUD's review; ensures that appropriate required reports, Board actions, and legal responses required by the Authority and HUD are prepared and presented in a timely manner; reviews and evaluates data for the Authority's jurisdiction to ensure compliance with HUD regulations for rent reasonableness determination.
- Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- Demonstrates regular and predictable attendance.
- Maintains required licensure and/or certification.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Performs other related duties as assigned.

Minimum Acceptable Characteristics (*indicates developed after employment)

Knowledge of:

- accounting; budgeting;
- interviewing; office practices and procedures;
- *Agency/department goals and objectives;
- *Agency/department policies and procedures;
- *workplace safety practices and procedures;
- *personnel rules and regulations;
- supervisory principles and practices;
- computer software;
- community resources and services;
- public relations;
- records management;
- personnel administration;
- office management;
- project management;
- government structure and process;
- public administration;
- government grant programs;
- state, federal, and local laws and/or regulations;
- employee training and development;
- local geographical area;
- business administration;
- English grammar and spelling;
- modern principles, practices, and techniques of Public Housing Authority management;
- the relationship of Public Housing Authority's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Authority;
- pertinent HUD regulations;
- federal, state, and local laws and regulations pertaining to public housing authorities;
- modern principles, practices, and techniques of rental property maintenance;
- Housing Choice Voucher and low-income housing policy and regulations;
- Housing Choice Voucher eligibility and rent calculation requirements, as required by HUD and Housing Quality Standard (HQS) Inspection Program; procurement regulations

Skill in:

- computer operation;
- use of modern office equipment;
- customer service;
- organization, planning, and time management;
- negotiating; proposal and grant writing

Ability to:

- interpret a variety of instructions in written, oral, picture, or schedule form;
- deal with many variables and determine specific action;
- apply management principles to solve agency problems;
- define problems, collect data, establish facts, and draw valid conclusions;
- exercise independent judgment and discretion;
- understand, interpret, and apply laws, rules, or regulations to specific situations;
- select most qualified applicant according to specifications for referral;
- read, copy, and records figures accurately;
- add, subtract, multiply, and divide whole numbers;
- calculate fractions, decimals, and percentages;
- copy records precisely without error;
- complete forms;
- prepare correspondence;
- compile and prepare reports;
- respond to routine inquiries from public and/or officials;
- prepare and deliver speeches and presentations;
- conduct effective interviews;
- communicate effectively;
- train or instruct others;
- understand a variety of written and/or verbal communications;
- maintain records according to established procedures;
- handle sensitive inquiries from and contacts with officials and general public;
- develop and maintain effective working relationships;
- resolve complaints;
- travel to and gain access to work site;
- maintain confidentiality; build and lead teams

Positions Directly Supervised

- AVP of HCV; Business Analyst; HCV Inspector; Housing Advisor II; Housing Assistance Manager; Housing Assistance Supervisor; Inspection Supervisor; Team Lead (Applications, Initial Inspections, Inspections, Leasing, Recertification).

Qualifications, Experience & Skills

- Possession of a bachelor's degree from an accredited college or university in Business, Public Administration, or related field.
- Ten (10) or more years of related experience and/or training with three (3) or more of those years consisting of responsible managerial experience; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

Columbus, OH



*Columbus is the state capital and the most populous city in Ohio. With a population of 898,553 as of 2019 estimates, it is the 14th-most populous city in the United States, the second-most populous city in the Midwest after Chicago, Illinois, and the third-most populous state capital after Phoenix, Arizona and Austin, Texas.

The city has a diverse economy based on education, government, insurance, banking, defense, aviation, food, clothes, logistics, steel, energy, medical research, health care, hospitality, retail, and technology. The metropolitan area is home to the Battelle Memorial Institute, the world's largest private research and development foundation; Chemical Abstracts Service, the world's largest clearinghouse of chemical information and Ohio State University, one of the largest universities in the United States. As of 2018, the city has the headquarters of five corporations in the U.S. Fortune 500: American Electric Power, Cardinal Health, L Brands, Nationwide, and Big Lots.

Museums and Public Art

Columbus has a wide variety of museums and galleries. Its primary art museum is the Columbus Museum of Art, which operates its main location as well as the Pizzuti Collection, featuring contemporary art. The museum, founded in 1878, focuses on European and American art up to early modernism that includes extraordinary examples of Impressionism, German Expressionism, and Cubism. Another prominent art museum in the city is the Wexner Center for the Arts, a contemporary art gallery and research facility operated by the Ohio State University.



The Ohio History Connection is headquartered in Columbus, with its flagship museum, the 250,000-square-foot Ohio History Center, 4 mi north of downtown. Adjacent to the museum is Ohio Village, a replica of a village around the time of the American Civil War. The Columbus Historical Society also features historical exhibits, focused more closely on life in Columbus.

COSI is a large science and children's museum in downtown Columbus. The present building, the former Central High School, was completed in November 1999, opposite downtown on the west bank of the River. In 2009, Parents magazine named COSI one of the ten best science centers for families in the country. Other science museums include the Orton Geological Museum and the Museum of Biological Diversity, both part of the Ohio State University.

The Franklin Park Conservatory is the city's botanical garden, opened in 1895. It features over 400 species of plants in a large Victorian-style glass greenhouse building that includes rain forest, desert, and Himalayan mountain biomes. The conservatory is located just east of Downtown in Franklin Park.



Biographical museums include the Thurber House (documenting the life of cartoonist James Thurber), the Jack Nicklaus Museum (documenting the golfer's career, located on the OSU campus), and the Kelton House Museum and Garden. The Kelton House historic house museum memorializes three generations of the Kelton family, the house's use as a documented station on the Underground Railroad, and overall Victorian life.

The National Veterans Memorial and Museum, opened in 2018, focuses on the personal stories of military veterans throughout U.S. history. The museum replaced the Franklin County Veterans Memorial, opened in 1955.

Other notable museums in the city include the Central Ohio Fire Museum, Billy Ireland Cartoon Library & Museum, and the Ohio Craft Museum.

Performing Arts

Columbus is the home of many performing arts institutions including the Columbus Symphony Orchestra, Opera Columbus, BalletMet Columbus, the ProMusica Chamber Orchestra, CATCO, Columbus Children's Theatre, Shadowbox Cabaret, and the Columbus Jazz Orchestra. Throughout the summer, the Actors' Theatre of Columbus offers free performances of Shakespearean plays in an open-air amphitheater in Schiller Park in historic German Village.

The Columbus Youth Ballet Academy was founded in the 1980s by ballerina and artistic director Shir Lee Wu, a discovery of Martha Graham. Wu is now the artistic director of the Columbus City Ballet School.

Columbus has several large concert venues, including the Nationwide Arena, Jerome Schottenstein Center, Express Live!, Mershon Auditorium, and the Newport Music Hall.

In May 2009, the Lincoln Theatre, formerly a center for Black culture in Columbus, reopened after an extensive restoration. Not far from the Lincoln Theatre is the King Arts Complex, which hosts a variety of cultural events. The city also has several theaters downtown, including the historic Palace Theatre, the Ohio Theatre, and the Southern Theatre. Broadway Across America often presents touring Broadway musicals in these larger venues. The Vern Riffe Center for Government and the Arts houses the Capitol Theatre and three smaller studio theaters, providing a home for resident performing arts companies.



Sports

Columbus hosts two major league professional sports teams: the Columbus Blue Jackets of the National Hockey League (NHL) which play at Nationwide Arena and Columbus Crew SC of Major League Soccer (MLS) which play at Mapfre Stadium, the first soccer-specific stadium built in the United States for a Major League Soccer team. The Crew were one of the original members of MLS and won their first MLS Cup in 2008. The Columbus Crew is scheduled to move into a new downtown stadium in the summer of 2021, which will also feature a mixed-use development site named Confluence Village.

The Columbus Clippers, a Triple A International League affiliate of the Cleveland Indians (formerly a long-time affiliate of the New York Yankees through 2006, and the Washington Nationals through 2008), play in Huntington Park, which opened in 2009. The city was home to the Panhandles/Tigers football team from 1901 to 1926; they are credited with playing in the first NFL game against another NFL opponent. In the late 1990s, the Columbus Quest won the only two championships during American Basketball League's two-and-a-half season existence.

Ohio State Buckeyes

Columbus is home to one of the nation's most competitive intercollegiate programs, the Ohio State Buckeyes of Ohio State University. The program has placed in the top 10 final standings of the Director's Cup five times since 2000–2001, including No. 3 for the 2002–2003 season and No. 4 for the 2003–2004 season. The university funds 36 varsity teams, consisting of 17 male, 16 female, and three co-educational teams. In 2007–2008 and 2008–2009, the program generated the second-most revenue for college programs behind the Texas Longhorns of The University of Texas at Austin.

The Ohio State Buckeyes are a member of the NCAA's Big Ten Conference, and their football team plays home games at Ohio Stadium. The Ohio State-Michigan football game (known colloquially as "The Game") is the final game of the regular season and is played in November each year, alternating between Columbus and Ann Arbor, Michigan. In 2000, ESPN ranked the Ohio State-Michigan game as the greatest rivalry in North American sports. Moreover, "Buckeye fever" permeates Columbus culture year-round and forms a major part of Columbus's cultural identity. Former New York Yankees owner George Steinbrenner, an Ohio native who studied at Ohio State at one point and who coached in Columbus, was an Ohio State football fan and major donor to the university who contributed to the construction of the band facility at the renovated Ohio Stadium, which bears his family's name. During the winter months, the Buckeyes basketball and hockey teams are also major sporting attractions.

Columbus has a long history in motorsports, hosting the world's first 24-hour car race at the Columbus Driving Park in 1905, organized by the Columbus Auto Club. The Columbus Motor Speedway was built in 1945 and held their first motorcycle race in 1946. In 2010 the Ohio State University student-built Buckeye Bullet 2, a fuel cell vehicle, set an FIA world speed record for electric vehicles in reaching 303.025 mph, eclipsing the previous record of 302.877 mph.

The annual All American Quarter Horse Congress, the world's largest single-breed horse show, attracts approximately 500,000 visitors to the Ohio Expo Center each October.

Columbus hosts the annual Arnold Sports Festival. Hosted by Arnold Schwarzenegger, the event has grown to eight Olympic sports and 22,000 athletes competing in 80 events. In conjunction with the Arnold Classic, the city hosted three consecutive Ultimate Fighting Championships events between 2007–2009, as well as other mixed martial arts events.

The Columbus Bullies were two-time champions of the American Football League (1940–1941). The Columbus Thunderbolts were formed in 1991 for the Arena Football League, and then relocated to Cleveland as the Cleveland Thunderbolts; the Columbus Destroyers were the next team of the AFL, playing from 2004 until the league's demise in 2008 and returned for single season in 2019 until the league folded a second time.

Ohio Roller Derby (formerly Ohio Roller Girls) was founded in Columbus in 2005 and still competes internationally in Women's Flat Track Derby Association play. The team is regularly ranked in the top 60 internationally.

Parks and Attractions

Audubon nature center at Scioto Audubon Metro Park, the first built close to a major city's downtown. Columbus's Recreation and Parks Department oversees about 370 city parks. Also, in the area are 19 regional parks, the Metro Parks, part of the Columbus and Franklin County Metropolitan Park District.

These parks include the Big Darby Creek, considered to be especially significant for its ecological diversity. Clintonville is home to Whetstone Park, which includes the Park of Roses, a 13-acre rose garden. The Chadwick Arboretum on the OSU campus features a large and varied collection of plants. Downtown, the painting Sunday Afternoon on the Island of La Grande Jatte is represented in topiary at Columbus's Topiary Park. Also, near downtown, the Scioto Audubon Metro Park on the Whittier Peninsula opened in 2009. The park includes a large Audubon nature center focused on the birdwatching the area is known for.

The Columbus Zoo and Aquarium's collections include lowland gorillas, polar bears, manatees, Siberian tigers, cheetahs, and kangaroos. In 2009, it was ranked as the best zoo in the United States, and in 2017 was again ranked as one of the 10 best zoos in the country. Also, in the zoo complex is the Zoombezi Bay water park and amusement park.



Fairs and Festivals

Annual festivities in Columbus include the Ohio State Fair—one of the largest state fairs in the country—as well as the Columbus Arts festival and the Jazz and Ribs Festival, both of which occur on the downtown riverfront.

In the middle of May, Columbus is home to Rock on the Range, marketed as America's biggest rock festival. The festival, which takes place on a Friday, Saturday, and Sunday, has hosted Metallica, Red Hot Chili Peppers, Slipknot, and other notable bands.

During the first weekend in June, the bars of Columbus's North Market District host the Park Street Festival, which attracts thousands of visitors to a massive party in bars and on the street. June's second-to-last weekend sees one of the Midwest's largest gay pride parades, reflecting the city's sizable gay population. During the last weekend of June, Goodale Park hosts ComFest (short for "Community Festival"), an immense three-day music festival marketed as the largest non-commercial festival in the U.S., with art vendors, live music on multiple stages, hundreds of local social and political organizations, body painting, and beer.

Greek Festival is held in August or September at the Greek Orthodox Church downtown.

The Hot Times festival, a celebration of music, arts, food, and diversity, is held annually in the Olde Towne East neighborhood.

The city's largest dining events, Restaurant Week Columbus, are held in mid-July and mid-January. In 2010, more than 40,000 diners went to 40 participating restaurants, and \$5,000 was donated the Mid-Ohio Foodbank on behalf of sponsors and participating restaurants.

The Juneteenth Ohio Festival is held each year at Franklin Park on Father's Day weekend. Started by Mustafaa Shabazz, Juneteenth Ohio is one of the largest African American festivals in the United States, including three full days of music, food, dance, and entertainment by local and national recording artists. The festival holds a Father's Day celebration, honoring local fathers.

Around the Fourth of July, Columbus hosts Red, White, and Boom! on the Scioto riverfront downtown, attracting crowds of over 500,000 people and featuring the largest fireworks display in Ohio. The Doo Dah Parade is also held at this time.

During Memorial Day Weekend, the Asian Festival is held in Franklin Park. Hundreds of restaurants, vendors, and companies open up booths, traditional music, and martial arts are performed, and cultural exhibits are set up.

The Jazz and Rib Fest is a free downtown event held each July featuring jazz artists like Randy Weston, D. Bohannon Clark, and Wayne Shorter, along with rib vendors from around the country.

The Short North is host to the monthly "Gallery Hop", which attracts hundreds to the neighborhood's art galleries (which all open their doors to the public until late at night) and street musicians. The Hilltop Bean Dinner is an annual event held on Columbus's West Side that celebrates the city's Civil War heritage near the historic Camp Chase Cemetery. At the end of September, German Village throws an annual Oktoberfest celebration that features German food, beer, music, and crafts.

The Short North also hosts HighBall Halloween, Masquerade on High, a fashion show and street parade that closes down High Street. In 2011, in its fourth year, HighBall Halloween gained notoriety as it accepted its first Expy award. HighBall Halloween has much to offer for those interested in fashion and the performing and visual arts or for those who want to celebrate Halloween with food and drinks from all around the city. Each year the event is put on with a different theme.

Columbus also hosts many conventions in the Greater Columbus Convention Center. Completed in 1993, the 1.7 million square feet convention center was designed by architect Peter Eisenman, who also designed the Wexner Center.



Education

Colleges and Universities

Columbus is the home of two public colleges: Ohio State University, one of the largest college campuses in the United States, and Columbus State Community College. In 2009, Ohio State University was ranked No. 19 in the country by U.S. News & World Report for best public university, and No. 56 overall, scoring in the first tier of schools nationally. Some of OSU's graduate school programs placed in the top 5, including No. 5 for best veterinary program, and No. 5 for best pharmacy program. The specialty graduate programs of social psychology were ranked No. 2, dispute resolution was ranked No. 5, vocational education No. 2, and elementary education, secondary teacher education, administration/supervision No. 5.

Private institutions in Columbus include Capital University Law School, the Columbus College of Art and Design, Fortis College, DeVry University, Ohio Business College, Miami-Jacobs Career College, Ohio Institute of Health Careers, Bradford School and Franklin University, as well as the religious schools Bexley Hall Episcopal Seminary, Mount Carmel College of Nursing, Ohio Dominican University, Pontifical College Josephinum, and Trinity Lutheran Seminary. Three major suburban schools also have an influence on Columbus's educational landscape: Bexley's Capital University, Westerville's Otterbein University, and Delaware's Ohio Wesleyan University.

Primary and Secondary Schools

Columbus City Schools, established in 1845, is Ohio's largest school district, serving the needs of more than 51,000 students in 109 schools.

The suburbs operate their own districts, typically serving students in one or more townships, with districts sometimes crossing municipal boundaries. The Roman Catholic Diocese of Columbus also operates several parochial elementary and high schools. The area's second largest school district is South-Western City Schools, which encompasses southwestern Franklin County. There are also several private schools in the area. St. Paul's Lutheran School is a K-8 Christian school of the Wisconsin Evangelical Lutheran Synod in Columbus.

Some sources determine that the first kindergarten in the United States was established here by Louisa Frankenberg, a former student of Friedrich Fröbel. Frankenberg immigrated to the city in 1838 and opened her kindergarten in the German Village neighborhood in that year. The school did not work out, so she returned to Germany in 1840. In 1858, Frankenberg returned to Columbus and established another early kindergarten in the city. Frankenberg is often overlooked, with Margarethe Schurz instead given credit for her "First Kindergarten" she operated for two years.

In addition, Indianola Junior High School (now the Graham Expeditionary Middle School) became the nation's first junior high in 1909, helping to bridge the difficult transition from elementary to high school at a time when only 48 percent of students continued their education after the 9th grade.

Libraries

The Columbus Metropolitan Library (CML) has served central Ohio residents since 1873. With a collection of 3 million items, the system has 22 locations throughout the area. This library is one of the country's most-used library systems and is consistently among the top-ranked large city libraries according to "Hennen's American Public Library Ratings." CML was rated the No. 1 library system in the nation in 1999, 2005, and 2008. It has been in the top four every year since 1999 when the rankings were first published in American Libraries magazine, often challenging up-state neighbor Cuyahoga County Public Library for the top spot.

Airports

The city's primary airport, John Glenn Columbus International Airport, is on the city's east side. Formerly known as Port Columbus, John Glenn provides service to Toronto, Ontario, Canada, and Cancun, Mexico (on a seasonal basis), as well as to most domestic destinations, including all the major hubs along with San Francisco, Salt Lake City, and Seattle by June 2019. The airport was a hub for discount carrier Skybus Airlines and continues to be a home to NetJets, the world's largest fractional ownership air carrier. According to a 2005 market survey, John Glenn Columbus International Airport attracts about 50% of its passengers from outside of its 60-mile radius primary service region. It is the 52nd-busiest airport in the United States by total passenger boarding.

Rickenbacker International Airport, in southern Franklin County, is a major cargo facility that is used by the Ohio Air National Guard. Allegiant Air offers nonstop service from Rickenbacker to Florida destinations. Ohio State University Don Scott Airport and Bolton Field are other large general-aviation facilities in the Columbus area.

Cycling Network

Cycling as transportation is steadily increasing in Columbus with its relatively flat terrain, intact urban neighborhoods, large student population, and off-road bike paths. The city has put forth the 2012 Bicentennial Bikeways Plan as well as a move toward a Complete Streets policy. Grassroots efforts such as Bike To Work Week, Consider Biking, Yay Bikes, Third Hand Bicycle Co-op, Franklinton Cycleworks, and Cranksters, a local radio program focused on urban cycling, have contributed to cycling as transportation.

Columbus also hosts urban cycling "off-shots" with messenger-style "alleycat" races as well as unorganized group rides, a monthly Critical Mass ride, bicycle polo, art showings, movie nights, and a variety of bicycle-friendly businesses and events throughout the year. All this activity occurs despite Columbus's frequently inclement weather.

The Main Street Bridge, opened in 2010, features a dedicated bike and pedestrian lane separated from traffic.

The city has its own public bicycle system. CoGo Bike Share has a network of about 600 bicycles and 80 docking stations. PBSC Urban Solutions, a company based in Canada, supplies technology and equipment. Bird electric scooters have also been introduced.

