

**Job Description****PROGRAM DIR****349897****Description****Program Director [of Emergency Rental Assistance Program]****JOB ANNOUNCEMENT****DEPARTMENT OF HOUSING**

Policy and Research Division

**Number of Positions: 1**

Under direction, functions as a mid-level manager, responsible for managing the operational and administrative functions of a social service, public health or public service program of considerable size and scope, and performs related duties as required.

**ESSENTIAL DUTIES**

- Coordinates the development and management of program contracts, budgets, grants, voucher payments and other administrative functions of the Emergency Rental Assistance Program.
- Monitors the performance and ongoing development and training of Program staff and conducts performance evaluations of supervisory staff
- Develops the Program's work objectives, quality standards and performance measures, working with program supervisors to monitor productivity and adhere to established standards
- Serves as a liaison between other City departments, outside agencies, tenants, landlords and the general public
- Represents the department in meetings and special task force initiatives to address various community and public service issues
- Oversees the development, duplication and marketing of materials used to promote social or public service programs
- Identifies and researches specific problems and areas of opportunities and concerns and makes recommendations necessary to ensure program and operational efficiency

- Responds to public inquiries and comments regarding program concerns and complaints
- Oversees staff responsible for the oversight of a social or public service initiative or program (e.g., setting program goals and priorities, delivery of program services, and monitoring of delegate agencies)

**Location:** City Hall

**Address:** 121 N LaSalle St, 10<sup>th</sup> Floor

**Days:** Monday – Friday

**Hours:** 8:30 AM – 4:30 PM

**NOTE: The salary range is not negotiable**

### **TEMPORARY GRANT-FUNDED POSITION**

#### **Qualifications**

#### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in the Social Sciences, Business or Public Administration, Public Health or a directly related field, plus five years of experience in the planning, implementation or administration of social service, public health or public service programs, of which two years is in a management/supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.**

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable

**NOTE:** To be considered for this position, you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered). If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**Education & Employment Verification**

Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it related to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diplomas must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION  
MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS  
SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and  
Military Friendly Employer.**

**City of Chicago**  
Lori Lightfoot, Mayor

**Department of Human Resources**  
Christopher Owen, Acting Commissioner

**Posting Date** Mar 29, 2021 | **Closing Date (Period for Applying) - External:** Apr 12, 2021  
**BU:** 10 | **Salary:** 70,272 **Pay Basis:**Yearly