



CITY OF SELMA

INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available online or in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS, AND RESUMES: ACCEPTED UNTIL JOB IS FILLED

FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE

Job Title:	Healthy Homes Program Manager
Department:	Planning and Development
Pay:	\$55,000 – \$60,000 Annually
Reports to:	Director - Planning and Development
Subordinate Staff:	Compliance Officer(s), Outreach Specialists, Contractors/Consultants
Internal Contacts:	All City Departments, Finance, Personnel, Procurement
External Contacts:	HUD, ADECA, Contractors, Consultants, Community Organizations, Residents

Job Summary

Under the supervision of the Director of Planning & Development, the Healthy Homes Program Manager is responsible for the overall administration, implementation, and monitoring of the City's HUD Healthy Homes Production (HHP) Program. The Program Manager ensures compliance with all federal, state, and local program requirements; oversees staff and contractors performing housing rehabilitation and hazard control; manages budgets and reporting; and leads community engagement and education initiatives to improve housing safety and resident health outcomes. This position is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

Program Administration & Oversight

- Manage the day-to-day operations of the City's HUD Healthy Homes Production Program.
- Ensure compliance with HUD regulations, 24 CFR Part 35 (Lead-Safe Housing Rule), Healthy Homes standards, and all applicable grant requirements.
- Develop annual work plans, production goals, and budgets aligned with HUD-approved program objectives.
- Supervise program staff, contractors, and consultants engaged in inspections, rehabilitation, and outreach activities.
- Coordinate procurement of contractors, consultants, and vendors in accordance with City and HUD procurement regulations.

Financial & Grant Management

- Administer program budgets; track expenditures and ensure funds are used in compliance with HUD requirements.
- Submit timely requests for reimbursement and coordinate with the Finance Department on drawdowns.
- Prepare HUD-required reports (quarterly, annual, closeout) and respond to monitoring and audit requests.
- Maintain accurate program files and records for all assisted units.

Community Engagement & Outreach

- Develop and implement outreach strategies to recruit eligible households for participation in the program.
- Partner with community organizations, healthcare providers, and schools to educate residents on healthy housing practices.
- Organize public workshops, homebuyer/tenant education sessions, and hazard awareness campaigns.
- Ensure fair housing and civil rights compliance in all program activities.

Technical & Environmental Oversight

- Oversee property inspections, risk assessments, and clearance testing for environmental hazards.
- Ensure contractors and staff follow EPA Renovation, Repair & Painting (RRP) and lead-safe work practices.
- Monitor progress of rehabilitation projects to ensure quality work, resident safety, and timely completion.
- Develop policies and procedures to address mold, moisture, asthma triggers, lead-based paint, pests, and other health hazards.

Knowledge, Skills, and Abilities

- Knowledge of HUD Healthy Homes and Lead Hazard Reduction regulations, grant management, and compliance requirements.
- Familiarity with building systems, construction practices, and environmental health standards.
- Strong skills in project management, budgeting, procurement, and staff supervision.
- Ability to analyze data, track program outcomes, and prepare clear, accurate reports.
- Strong written and verbal communication skills, with ability to engage diverse populations.
- Proficiency in Microsoft Office Suite and HUD grant management portals (IDIS, HEROS, etc.).

Minimum Qualifications

- Bachelor's degree in Public Health, Environmental Science, Public Administration, Community Development, or related field.
- At least three (3) years of progressively responsible experience in housing, community development, public health, or grant management or a combination of education and experience.
- Experience managing federal or state housing/health grants preferred.
- Valid driver's license and insurable driving record.
- Ability to work flexible hours and travel locally/out of town as needed.
- Must pass a pre-employment background check.

Physical Demands & Work Environment

Work is performed in both office and field settings. The employee must be able to conduct site inspections of residential properties, attend community meetings, and travel to required trainings or HUD monitoring visits.

EQUAL OPPORTUNITY EMPLOYER