

RESOLUTION #3314

ACCEPT AND ADOPT JOB DESCRIPTIONS SECTION 8 ADMINISTRATOR, INFORMATION TECHNOLOGIES AND REGULATORY COMPLIANCE COORDINATOR, AND GRANTS MANAGEMENT AND POLICY COORDINATOR

WHEREAS, in the best interest of the Housing Authority of the Township of Woodbridge the Executive Director periodically evaluates and reviews the organization's needs in terms of how to best carry out the authority's mission, while reflecting HUD policy and tenant needs; and

WHEREAS, due to recent changes in staffing, the Executive Director recommends to the Board of Commissioners that we establish a tier of middle-management to assume the duties of the former Director of Programs and Policy's position; and

WHEREAS, the position of Section 8 Administrator would assume the management duties associated with the Section 8 program; the position of Information Technologies and Regulatory Compliance will absorb the front-line management of the recertification process, which often has to do with computer programming related issues; and the position of Grants Management and Policy Coordinator would oversee resident service grants as well as implementation and be responsible for the WHA's policies and updates; and

WHEREAS, in addition to creating these three new titles, the Executive Director is recommending that the words "Section 8" and "Public Housing" be eliminated from the job title Lease and Occupancy Specialist I or II. The job title would become Lease and Occupancy Specialist I and II; and

WHEREAS, the job titles known as Information Technologies Coordinator and Director of Programs and Policy would be eliminated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Woodbridge, New Jersey, that the three new job titles: Section 8 Administrator, Information Technologies and Regulatory Compliance, and Grants Management and Policy Coordinator are approved.

BE IT FURTHER RESOLVED that the titles of Public Housing and Lease and Occupancy Specialist I and II and Section 8 Lease and Occupancy Specialist I and II shall be know as Lease and Occupancy Specialist I and II.

BE IT FUTHER RESOLVED that the job titles of Information Technologies Coordinator and Director of Program and Policy are hereby eliminated.

Motion moved by Commissioner Kenny and seconded by Commissioner Agarwal to adopt Resolution #3314.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra
AYES: Agarwal Kenny Pires Walker Ficarra
NAYS: None
Abstain: None
Absent: Michelson Perez

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular meeting of May 13, 2024.

Donna F. Brightman, Secretary

Approved as to legal form by
Terrence Corrison, Esq.