

DEPUTY EXECUTIVE DIRECTOR

The Deputy Executive Director performs administrative work assisting in directing and coordinating a comprehensive housing program and serves as top assistant to the Executive Director. In the absence of the Executive Director may perform duties delegated in the stead of the Executive Director. Work is performed with considerable independence in accordance with established performance standards and within the framework of applicable laws, polices and regulation. Work is subject to review by the Executive Director primarily through conferences and analysis of prepared reports.

Essential functions:

Assists in planning, directing and coordinating operational and administrative facets of the housing programs of the Housing Authority.

Designs guidelines, procedures, organizational structures, programs, and methods to increase effectiveness of managerial policies and practices.

Provides direction to staff, specific to interpretation and application of polices and regulations set forth by the Department of Housing and Urban Development, PHFA, other government bodies and the Housing Authority.

Supervises the execution of Housing Assistance Payments contracts with landlords and leases with residents and the Housing Authority.

Supervises a quality control practice for the Section 8, Public Housing, and Tax Credit applicant and participant files, including calculations, documentation, and procedures.

Conducts informal hearings as assigned.

Investigates and repots on reported program abuse.

Assists as needed and directed with the completion of the Annual and 5-Year Agency plans, the Public Housing Assessment System (PHAS), and Section Eight Management Assessment Program.

Directs the activities of assigned departments or housing programs through technical and administrative instructions to subordinate staff persons.

Responsible for implementing approved and funded programs, responsible for preparing and presenting reports to the Executive Director as requested.

Assists in formulating budgetary plans and estimates and establishes controls to ensure effective use of funds. Works closely with the fiscal department to create meaningful reports and financial analysis of agency operations, budgetary improvements and advises on matters such as salary surveys.

Responsible for preparation of a variety of funding applications and administration of related programs if and when funded.

Assists in the development of agency procedures, rules, and regulations and submits recommendations for policy changes to the Executive Director.

Assist in designing programs to increase effectiveness of managerial policies and practices through improved methods, procedures, and organizational structures.

Secondary responsibilities:

Assists with personnel management as established by Executive Director.

Manages and coordinates the coordination of Social Services through that department's director.

Serves as the Housing Authority's representative at designated meetings, conferences, and hearings.

Responsible for assisting Executive Director with planning relating to any physical improvement programs.

Responsible for assisting Executive Director on procurement issues and monitoring.

Performs related work as required.

Minimum experience and training:

Two years of professional administrative supervisory experience in a housing authority or other publicly or privately owned government subsidized housing and a bachelor's degree; or Three years of professional administrative experience in residential property management, which included two years of supervisory experience, and a bachelor's degree ; or An equivalent combination of experience and training which included two years of professional administrative supervisory experience in subsidized housing **or** three years of professional administrative experience in residential property management, which included two years of supervisory experience.

Required Knowledge, skills and abilities

Demonstrated experience with budgeting and financial management practices.

Demonstrated exemplary research and writing skills.

Knowledge of the principles and practices of budget administration, personnel management, contract management, accounting and procurement.

Knowledge of the principles and methods of administration and supervision.

Knowledge of property maintenance or of construction.

Ability to learn the theories, procedures, policies, and practices of the Housing Authority.

Ability to learn current federal, state, and local legislation and regulations affecting the operations and programs of the Housing Authority.

Ability to plan, organize and direct the work of all staff employees involved in administrative, financial, maintenance, and tenant related services.

Ability to establish and maintain effective working relationships with associates, government officials, and the public.

Ability to express ideas clearly and concisely, both orally and in business writing.

Ability to use the computer and a variety of software to efficiently perform responsibilities.

Performance standards:

Mandatory six month probationary period. Reviewed annually after regular status is achieved.

June, 2017

Supervised by:

Executive Director

Responsible for supervision of:

Supervises: Management Aides, Administrative Officer II, Maintenance Superintendent, Property Managers, and Section 8 Coordinator.

Attendance requirements:

Exempt position. Normal scheduled work week is 37.5 hours. Additional time based upon work load and agency calendared events. Requires attendance at Board meetings and work sessions, public hearings, and possible conferences and community meetings outside of normal work schedule.

This job description is intended to be sufficient to identify the position and to be illustrative of the kinds of duties assigned to this position. It is not to be interpreted to describe all of the duties performed, or which may be required of employees holding this position.