

MERCER COUNTY HOUSING AUTHORITY

DEPUTY DIRECTOR

Background

The Mercer County Housing Authority, located 1 ½ hours north of Pittsburgh, Pennsylvania owns and/or manages roughly 1,300 affordable housing units in the county. MCHA provides assistance through public housing, project-based rental assistance, Housing Choice Vouchers, Low Income Housing Tax Credits, and market-rate units. MCHA's financial position and operations changed recently with the conversion of 610 units to the Rental Assistance Demonstration Program (RAD).

Responsibilities

The Deputy Director reports to the Executive Director and assists in the administration of the day-to-day operations of MCHA through implementing policy, supervising assigned staff, and serving as the acting Executive Director in his or her absence. The Deputy Director will serve as a key advisor to the Executive Director, Senior Management team, and the Authority Board, providing financial expertise and strategic planning advice.

- a. Manage Real Estate – responsible for the day-to-day management of all owned and/or managed real estate.
 - Ensure that operations at MCHA's developments run smoothly and provide high-quality and safe housing to residents.
 - Ensure that MCHA's affordable units comply with all applicable laws, regulations, and rules.
 - Ensure that MCHA's portfolio maximizes revenues to MCHA.
 - Review regular reports, including reports to the ED and the Board of Directors, regarding the status of MCHA's developments.
 - Ensure proper maintenance, quality control and preventative maintenance is performed.
 - Oversee all real estate owned by the Authority.

- b. Oversee the Finance Department – Provide financial advice regarding the operations of MCHA.
 - Review and approve all financial statements, including audits, monthly statements, and cash flow analyses.
 - Provide reports summarizing current and projected future financial status, including balance sheets, income statements, and cash flow analyses.
 - Working with staff and the external auditors, review MCHA's annual audit and provide necessary comments and corrections.
 - Oversee preparation of annual budget for MCHA and its affiliates.
 - Ensure budget control.

- c. Oversee Office Management – At a supervisory level, responsible for ensuring the day-to-day smooth running of the office, including:
 - Job descriptions, recruitment, hiring, training, discipline, and termination.
 - Performance evaluation policies and timely completion of performance evaluations.
 - Other personnel matters as they arise.
 - Office operations, including equipment, rent, utilities, other bills, record retention
 - policies, filing (both hard copy and electronic), and data storage.
 - Office systems and floor plans.
 - Office policies and procedures

Qualifications

The successful candidate for the position of Deputy Director will have previous experience in

financial planning and reporting for an operating real estate entity, office management residential property asset management, with strong organizational abilities, including planning, delegating, program development, and directing staff. Transparent and high integrity leadership qualities to maintain teamwork and staff morale are required, as well as strong written and oral communication skills, including listening to and communicating with diverse groups. MCHA seeks candidates with a strong work ethic, high energy, and a reputation for a high degree of professional courtesy, empathy, and affordable housing program participants.

The Deputy Director must have knowledge of:

- The preparation of financial statements and financial planning best practices for a real estate entity.
- The elements of office management, including business and management principles involved in strategic planning, resource allocation, human resources, and leadership techniques.
- Local government and community organizations and resources and low income housing needs.
- Work-related computer applications.

The Deputy Director must have skills and abilities to:

- Communicate effectively using various types of media.
- Plan, organize and review the work of professional and support staff.
- Train staff and support professional development.
- Administer budgets and anticipate future budget needs.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Prepare detailed written reports, correspondence and proposals.

Minimum Qualifications

- a. Graduation from a four-year college with major coursework in public administration, planning, finance, social sciences or closely related fields.
- b. Three years of progressively responsible administrative experience which has included at least one year of managing staff.
- c. Ability to travel to various locations within the Mercer County area with a valid driver's license and satisfactory driving record.
- d. Ability and willingness to travel occasionally to attend conferences and training events across the nation.

Note: Experience may be substituted for education.

Compensation

The projected compensation range for this individual will be negotiable and competitive in accordance with industry standards, knowledge/education, and experience.

Non-Discrimination

MCHA firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other legally protected categories.