

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Executive Summary

Position Title: Deputy Executive Director

Department: Executive/Management under the direction of the current Executive Director/CEO

FLSA: Exempt

POSITION SUMMARY: This position reports to the Executive Director/CEO and assists with day to operations as set out by policies developed by the Board of Commissioners.

Work involves forming and/or maintaining existing relationships and achieving positive results with our City's leadership, our residents and other groups or organizations that support the mission of HHA. Work also involves performing Essential Job Functions as defined below.

ESSENTIAL JOB FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

- A. Reports to the Executive Director/CEO ("CEO") in interpreting, implementing, and administering the policies of the Board of Commissioners and all applicable federal and state housing regulations. The Deputy Director should become proficient in all aspects of day to day operations of HHA. These duties include, but are not limited to:
1. Preparation of material to be reviewed by and to be acted upon by the Board.
 2. Assists CEO in development services and activities, including affordable and market- rate housing development and rehabilitation programs, in ensuring that the Agency provides decent, safe, affordable, and sanitary housing.
 3. Helps represent the Agency and serves as a liaison to HUD, regulatory agencies, local officials, and community-based organizations.
 4. Keeps informed of changes and innovations in affordable housing as to matters of policy, program operations, real estate development, and resident services.
 5. Helps review bids for Board approval and executes contracts for work by others and monitors work in progress for compliance with contractual provisions.

6. Involved in oversight and the management and control of Agency's payables, receivables, cash, or other assets (including investments) associated with operating contracts, insurance administration, and all internal and external financial operations that will ensure the maintenance of a sound fiscal position.
7. Responsible for assisting in the oversight of the Public Housing, Assisted Housing (Section 8), and other affordable housing programs.
8. Assists in oversight of proposals and grants.

B. Relationship with Residents and Community Leadership.

1. Actively involved in community matters that directly affect the HHA and its residents.
2. Helps establish and maintains relationships with other agencies, including HUD, county and city officials, other governmental agencies, and private voluntary groups for the purpose of coordinating and utilizing their services for the betterment of the programs of the Housing Authority.
3. Assists community leaders in workforce development initiatives.
4. Responsible for communicating self-sufficiency principals to residents and other customers of the Housing Authority.
5. Heavily involved in public speaking and advocacy on behalf of the Housing Authority and its residents.
6. Helps develop private sources of income outside of government grants and loans.
7. In conjunction with other stakeholders, implements and supports programs for positive youth development.

EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES REQUIRED:

1. Bachelor's degree, a master's is preferred, from an accredited four-year college or university with major course work in Business Administration, Public Administration, or related field.
2. Affordable housing experience, including supervisory, budgetary, and other administrative activities is preferred, but not required.
3. Five years' experience supervising executive-level staff, with the ability to

direct, supervise, and coordinate a public program.

4. Knowledge of and experience in the general operations of a Public Housing Agency (PHA).
5. Knowledge of data collection, analysis, and related techniques.
6. Ability to be covered under the Authority's fidelity bond.
7. Strong managerial, written, verbal, analytical, and interpersonal skills, and a willingness to serve the public.
8. Familiarity with Public Housing programs and Section 8 requirements.