

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M1

Reviewed: 00/00/00
Revised: 00/00/00

DEPUTY EXECUTIVE DIRECTOR FOR HOUSING OPERATIONS
(FLSA Exempt)

DEFINITION/PURPOSE:

Plan, organize, and direct the day-to-day management and maintenance operations of the Authority. Assists the Executive Director in planning, directing, managing and overseeing the general activities and operations of the Authority. Coordinate assigned activities between Authority departments and with outside agencies. Provide highly responsible and complex administrative support to the Executive Director.

DISTINGUISHING CHARACTERISTICS:

This single position senior management classification is responsible to the Executive Director for the management and supervision of the Operations Department, and for the broader oversight of all day-to day management and operations of the Authority-at-large. In the event of the absence of the Executive Director, acts on his/her behalf. It differs from all other classifications in that it is solely responsible to the Executive Director to assist him/her in overall Authority management.

SUPERVISION RECEIVED AND EXERCISED:

Operates, with significant independence under the direct supervision and general administrative direction of the Executive Director.

Provides direct and indirect supervision to assigned management, professional, technical/crafts, and clerical personnel.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, organize and direct the daily management and administration of the Authority's public housing developments. Administer the Section 8 program.
- Direct programs that sustain the physical, social, and programmatic viability of the Authority's housing developments.
- Supervise subordinate management, professional, administrative, clerical and technical/maintenance staff of the Operations Department.

- Establish within the Operations Department, policy-appropriate service and staffing levels and comprehensive minimum standards in support of Authority goals and objectives; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Assess and monitor or Operations Department workloads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement change. Establish programs to correct management deficiencies.
- Develop and maintain departmental policies and procedures. Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of department staff. Delegate duties to subordinates.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of Authority work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Oversees and participate in the development and administration of the Authority budget; approve the forecast of funds needed by service area assigned for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as judged appropriate and necessary.
- Ensures strict compliance of agency programs with Federal and State guidelines and regulations; researches and analyzes new Federal and State guidelines
- Develop and implement goals, objectives, policies, procedures, performance objectives, standards, and reporting systems. Develop cooperative strategies among departments within the Authority and with regulatory and funding agencies, subject to the approval of the Executive Director.
- Establish and maintain a cooperative relationship with tenant organizations in a manner that demonstrates an understanding of and respect for diverse cultural backgrounds.
- Respond to, explain, define, defend, and resolve issues pertaining to the Authority's programs, policies and activities. Negotiate and resolve sensitive and controversial issues. Advise Executive Director, in a timely manner, on necessary actions, problems, or requirements.
- Negotiate contracts and agreements with representatives of various governmental agencies and employee bargaining units.
- In the absence of the Executive Director, assume full management responsibilities for Authority programs and services; recommend and administer policies and procedures.

- Assist in the development and implementation of Authority goals, objectives, policies, and priorities for each of the assigned service areas. Serve as a policy and program advisor to the Executive Director regarding management and operations issues and other Authority-wide matters.
- Provide staff assistance to the Executive Director and the Board of Commissioners; prepares and presents staff reports and other correspondence. Provides staff reports to other boards and commissions, as assigned.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Represent the Authority to outside agencies; coordinate Authority activities with those of cities, counties, and outside agencies and organizations.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on authority programs. Suggest alternative courses of action, as applicable.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences, and attend meetings of housing-related professional groups.
- May act as an Authority hearing officer, analyzing and evaluating staff and owner/tenant grievance cases, rendering decisions, and directing implementation.
- Coordinate media announcements and respond to resultant media inquiries.
- Perform related duties and assume related responsibilities, as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Operations, services and activities of a comprehensive public housing management program. Management skills to analyze programs, policies and operational needs. Principles and practices of program development and administration. Principles and practices of government financing, budgeting and accounting. Purposes, functions and organization housing authorities and other local governmental agencies and the functioning of their governing boards. Principles and practices of public housing administration; pertinent Federal, State, and local laws, codes and regulations; and the local housing market. Principles and practices of supervision of personnel, performance evaluation, and employee training.

Ability to – Plan, organize, direct, and coordinate work of lower level staff in a manner conducive to full performance and high morale. Effectively select, train, supervise and evaluate subordinates. Participate in directing the operations, services and activities of the Authority and delegate authority. Maintain confidentiality. Analyze and identify problems and recommend solutions in support of Authority goals. Devise and implement innovative approaches to maximize organizational efficiency and

responsiveness. Interpret and apply Federal, State and local policies, laws and regulations. Communicate complex ideas clearly, concisely, and effectively both verbally and in writing. Prepare clear and concise administrative and financial reports. Prepare and administer large and complex budgets within established guidelines. Establish and maintain effective working relationships with those contacted in the course of work. Maintain a discriminating intellect that provides the capability of making sound decisions. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – Must possess a Public Housing Manager certificate or acquire such a certificate within one year of appointment to the classification.

California Driver License - Must possess and maintain an applicable California Driver license and a driving record acceptable to the Housing Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb stairs, and operate keyboard equipment, and generally maintain the physical condition and mobility necessary to visit other Authority sites and other housing authorities and agencies. A majority of work is conducted in a standard indoor office environment. Must be able to visit various field offices and facilities on an as needed basis.

Other – Provide an annual Statement of Economic Interest

- Provide proofs of US citizenship, or if an alien either lawful admission for permanent residence or authorization for appropriate work, from the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

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Experience – Six (6) years of increasingly responsible management experience in public or federally assisted housing programs, including at least three years of administrative and supervisory experience that includes development and/or implementation of Federal, State, and local laws, regulations, and related directives.

Education – Possess a Bachelor’s Degree from an accredited college or university with course work in public administration, business administration, or a related field. An advanced degree in business administration, public administration, or related field is desirable.

