



JOB DESCRIPTION

Deputy Director

FLSA Status

Exempt

Employment Status

Full-time

Classification

Executive Leadership Team

Nature of Work:

Under the general direction of the Chief Executive Officer (CEO), the Deputy Director is responsible for providing professional assistance to the CEO in the management of the day-to-day operations of the Ocala Housing Authority (OHA). The classification provides policy direction to senior management; monitors and evaluates the activities and services of all agency departments and divisions; and serves as Acting CEO in the absence of the CEO.

Essential Job Functions:

The essential functions or duties listed below are not intended to be a comprehensive list of duties and responsibilities of the position. It is intended to illustrate the various types of work that may be performed by an employee to successfully perform the essential functions of the job. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

- Serves as the internal consultant to the CEO on issues related to the day-to-day management of OHA
- Represents the CEO at meetings of public, private, and community-based organizations, as required
- Serves as the Acting Secretary to the Board of Commissioners in the absence of the CEO
- Participates in executive staff and agency-wide meetings
- Participates in the selection process for senior-level management positions.
- Monitors the agency's preparations for various audits
- Manages Capital Fund budgets and prepares HUD reports
- Meets periodically with the residents of Public Housing; resident organizations; and public, private, and community-based organizations to gain their input regarding the provision of customer service
- Facilitates the preparation and submission of the OHA's One and Five-Year Agency Plans

Public Relations Officer:

- Manages the design of publications, public announcements and press releases to promote housing programs to residents, property owners, media and general public

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JOB DESCRIPTION
Deputy Director, Continued

- Under direction of the CEO, initiates press releases or responds to press or media inquiries
- Receives, investigates, and disposes of sensitive public inquiries and complaints

Responsible for direct supervision of the following Management Team:

- HCV Program Manager
- Property Manager
- Procurement Officer
- Resident Services Manager

Other

- Performs other duties and responsibilities as assigned

Knowledge, Skills/Abilities, Character Traits, and Commitments

Knowledge

- Current knowledge of governmental rules and regulations and Social Service systems
- Specialized knowledge of the operation and maintenance of large scale apartment dwellings and grounds
- Working knowledge of the principles of real estate management; working knowledge of finance and accounts as related to real estate management; ability to plan and supervise the work of others
- Broad awareness of current trends in management consulting, organizational development, and administration of public and private for-profit organizations. Ability to apply this knowledge to the management of affordable housing programs and projects

Skills/Abilities

- Able to plan, organize, monitor, and evaluate the services and activities of a large, urban public housing agency
- Keep accurate and detailed records
- Meet project deadlines and work effectively in pressure situations
- Plan and supervise the work of others
- Interpret, explain, and apply applicable laws, rules, and regulations
- Plan, communicate, articulate, and explain OHA's financial budget and performance
- Proficiency in the following programs: Microsoft Outlook, Word, Excel, and PowerPoint
- Function in a matrix-style organization with a strong teamwork culture and willingness to act positively to sustain that culture
- Establish and maintain cooperative relationships with elected and appointed officials; agency employees; residents of public housing and resident organizations; federal and state agencies; and other public, private, and community-based organizations with patience, diplomacy, tact, and courtesy
- Sensitivity to, and experience with, working with ethnically and culturally diverse individuals, communities, agencies, and organizations which comprise the constituency of OHA

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JOB DESCRIPTION

Deputy Director, Continued

- Ability to handle shifting and multiple priorities in a fast-paced growth environment
- Strong analytical and problem-solving skills

Character Traits

- Honesty
- Integrity
- Resourcefulness
- Initiative
- Exemplary work ethics
- Good judgment
- Excellent Customer Service skills

Commitments

- Commitment to OHA's mission, vision, values, goals, and philosophies
- Reasonably maintain a physical condition commensurate with the demands of the position, such as frequent standing, walking, sitting, and being mobile within and outside the workplace (i.e. moving through and about construction/redevelopment sites and climbing stairs). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Must acknowledge and agree to maintain a Drug-Free Workplace as a condition of employment with the OHA. ***Must pass pre-employment and random drug testing during employment. A nationwide background check will be required**
- Availability to attend after-hours/weekend meetings.

Minimum Acceptable Education/Experience, and Licensure

Education/Experience

- Bachelor's Degree from an accredited college or university in Public Administration, Economics, Business Administration, Planning, Finance, Accounting, or related field is required; MBA or comparable Masters Degree is **HIGHLY** preferred.
- Minimum of ten (10) years experience in the management or administration of public housing, rental assistance, other affordable housing programs, or equivalent HUD experience at a senior level of responsibility.
- Minimum of five (5) years of experience working with resident organizations
- Minimum of five (5) years of federal procurement and grants administration experience
- Significant experience in project management, technical assistance, and/or consulting in the areas of affordable housing or related public programs.
- Current certification as a Public Housing Manager issued by the National Association of Housing and Redevelopment Professionals (NAHRO) or its equivalent from another nationally recognized organization may be substituted for one (1) year of the above experience
- History of effective supervision of professional and technical staff, including supervision of program leaders.

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Deputy Director, Continued

- Track record of high level of responsibility with grant applications, strategies, administration, and management
- Experience working in the mortgage industry is **HIGHLY** preferred

Licensure

- Possession of a valid Florida drivers license and automobile insurability by OHA's insurance carrier.
- Certified in the following, or become certified within two (2) years of employment acceptance: Public Housing Manager (PHM), Housing Choice Voucher (HCV) Manager, and HUD Certified Housing Counselor
- Excellent references and résumé stability (Longevity is prized by OHA)

Excellent Benefits

<i>Company Cell Phone, laptop and Computer</i>	<i>Company take-home vehicle</i>
<i>Health, dental, vision, disability & life ins. (75% family)</i>	<i>Longevity Pay</i>
<i>Educational Assistance</i>	<i>Interest Free Computer loan</i>
<i>Holidays, PTO & Admin Leave</i>	<i>Retirement (8% of base salary)</i>

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

Employee: _____ / Date _____

Human Resources Department: _____ / Date _____

Approved by:

_____/ Date _____
Chief Executive Officer Signature

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