



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Executive Deputy Director - Administration

Department: **Administration - Central Office Cost Center (COCC)**

Pay Grade: 17

FLSA Status: Non- Exempt

JOB SUMMARY

This position works in conjunction with a highly talented Executive Team to devise, refine and implement strategic priorities for greater operational efficiency; greater housing impact in the community; and a culturally supportive work environment. The Executive Team consists of senior level staff in Property Management; Assisted Housing Voucher Programs; and Financial Services.

The position will provide professional assistance to the CEO in the management of day-to-day operations, to include service as the Acting Secretary to the Board of Commissioners with delegated signatory authority in the absence of the CEO.

The position reports directly to the CEO.

The Housing Authority has an operating budget over \$100 million; is governed by a 5-person Board of Commissioners appointed by the Governor; and employs 100+ employees.

The over-arching goals for the position are to deploy human and financial resources that ensure financial viability of the Agency; ensure compliance with Federal program regulations; calibrate investment, development, debt risk, and the use of internal financial resources; analyze program initiatives; and oversee messaging (web, collateral materials, community engagement, donor groups) to rebrand and distinguish the Agency within the housing industry.

ESSENTIAL JOB FUNCTIONS:

- In conjunction with the Executive Team coordinate the daily operations of the Agency and assist the Chief Executive Officer in planning, developing, organizing, directing, and implementing the Agency goals.
- Oversee financial components of Development and Asset repositioning initiatives; oversee Finance, I.T. and Procurement components of the Central Office Cost Center; and oversee Compliance functions.
- Recommend and implement financial policies and procedures to ensure the highest and best use of Authority finances and technology.
- Issue forecast reports to Executive Team with trend analysis.
- Create benchmarks in support of performance and goal attainment or reduce obstacles in furtherance of goal attainment.
- Work with several internal 501(c) (3) entities to generate housing options and sustain financial growth.

- Access, analyze, and develop data, protocols, and metrics for use by Executive Team in support of planned activities.
- Lead messaging initiative to grow public acceptance of supportive housing programs, workforce housing initiatives, and landlord participation in the Assisted Housing Program.
- Propose improvements or initiatives to achieve maximum performance efficiency and strengthen internal capacity.
- Assist and collaborate with the CEO on certain key functions to include contract terms, legal strategy, Agency risk tolerance for projects or debt.
- Develop evaluation criteria to assess the effectiveness of any new initiative and the impact on mission and financial objectives.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's Degree from an accredited college or university. Seven (7) years progressively responsible experience in a Housing Authority, affordable housing not-for-profit, or the consultive services field with demonstrated high deliverables in financial oversight, development, Compliance, and the experience required craft and implement strategic priorities. Minimum three (3) years of executive leadership.

LICENSES OR CERTIFICATIONS:

Valid Florida Driver's License, or a valid Driver's License from other states and the ability to obtain Florida Driver's License within one year of employment.

Knowledge, Skills and Abilities:

- Knowledgeable in housing authority metrics, including key indicators such as SEMAP; REAC; LIHTC partnerships and finance; Compliance; and budget management.
- Collaborative. Must share information openly and clearly to build consensus in a team leadership environment.
- Negotiation, persuasiveness, and diplomacy skills critical.
- Advanced understanding of government and/or not-for-profit finance to make actionable recommendations or set direction to benefit long term Agency operations.
- Experience with remote options for efficiency or post emergency.
- Review and make recommendations in situations where administrative and operational policy interpretations are involved.
- Strong audience awareness to build Agency public persona.
- Intuitive with good judgment dealing with operating issues and recognizing potential legal issues; the interests of the Board of Commissioners and community groups.
- Strive to make the BCHA a highly efficient, relevant, and sustainable employer of choice in the County.
- Implement new processes and approaches to grow internal capacity and address strategic opportunities or operating risk.

PHYSICAL DEMANDS:

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also involves occasional standing, walking, sitting; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing. Work requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

WORK ENVIRONMENT:

Work is typically performed in an office environment; however, it may require site visits from time to time.

Broward County Housing Authority has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date