

HOUSING AUTHORITY OF CHAMPAIGN COUNTY

POSITION DESCRIPTION

JOB TITLE: DEPUTY EXECUTIVE DIRECTOR

GENERAL STATEMENT OF JOB

Under general policy direction, provides highly responsible and complex management assistance to the Executive Director in coordinating and directing authority-wide departmental activities and operations; assists the Executive Director in executing the long-term vision for the authority in collaboration with the Board of Commissioners and department heads; provides leadership to assigned departments to enable department heads to effectively and efficiently maximize available resources; ensures quality services provision to stakeholders, constituents, and customers; coordinates assigned activities with government officials, outside agencies, and the public; fosters cooperative working relationships among authority departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise. The Deputy Executive Director, working with the Executive Director and the Chief Financial Officer, is responsible for all aspects of affordable housing development, with a primary responsibility of evaluation and pursuit of new development opportunities.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required and assigned.

- Assist the Executive Director in planning, organizing, and directing the services and activities of authority departments and programs
- Implement directives and policies from the Executive Director; provide guidance and direction to department heads to coordinate and direct programs and projects; meet with department heads to identify and resolve organizational and operational problems within departments and across departmental lines; ensure the successful operation of programs and projects
- Contribute to the overall quality of the authority's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and authority needs; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change
- Direct and coordinate the preparation of analyses and recommendations regarding policy issues and long-range plans to address authority service and operational needs; advise the Executive Director regarding policy issues, programs, and projects to meet community and customer needs
- Review and execute highly complex documents, including real estate transactions, legal agreements, contracts, bond and loan documents, and other legal documents that bind the authority in the absence of or at the direction of the Executive Director

- Conduct a variety of authority-wide organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate
- Participate on and make presentations to the Board of Commissioners, and a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of housing development and affordable housing programs, operations, and other types of public services as they relate to the area of assignment
- Monitor changes in laws, regulations, and technology that may affect authority or departmental operations; implements policy and procedural changes as required
- Prepare, review, and present reports, various management and information updates, and reports on special projects as assigned by the Executive Director
- Participate in the selection of, training, motivating, and evaluating assigned personnel; provide or coordinate staff training; work with employees on performance issues; implement discipline and termination procedures
- Respond to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations
- Manage the agency's Moving To Work (MTW) Demonstration Program as MTW Coordinator
- Identify and evaluate sites for new affordable housing development; develop a pipeline of projects to ensure continued developer fees; present development options to the Board of Commissioners; negotiate with the sellers
- Prepare and coordinate presentations for local community groups, planning and zoning commissions, and other local, state and federal agencies as necessary
- Supervise consultants in identifying sources of project financing and preparing all financing applications
- Confirm operating assumptions/expenses on existing properties for use in developing pro forma for future projects; monitor actual expenses against the pro forma and address disparities e.g. amend assumptions, modify the plan
- Establish and implement a mechanism to smoothly transition a project from development to operations
- Develop and implement an efficient project management process
- Coordinate the development and administration of project budgets; assist with budget forecasting; review and control programs and projects to ensure cost effectiveness; monitor compliance with budget parameters and general financial policies
- With the Finance Department, develop the mechanism and track sources and uses of funds on development projects; track payables against budget and sources of funds; prepare budget updates and development reports for the board on a regular basis

- With the Property Management Department, develop property specific management plans and document operating assumptions for each property's operating budget
- Produce timely and accurate development reports for board, funders and regulators
- Build and maintain strong working relationships with funders e/g/ IDHA underwriting and asset managers, Department of Housing & Urban Development, tax credit syndicators
- Represent HACC at project meetings with funders and funding agencies
- Oversee selection of architects and other consultants
- Oversee work of architects and other consultants
- Supervise consultants where appropriate to ensure compliance with all applicable fire safety, health, environmental, building or other code and licensing requirements
- Obtain all necessary permits and approvals and supervise consultants in this effort where appropriate
- Ensure the integrity of the Asset Management program by reviewing, revising and updating all Asset Management administrative plans and documents as appropriate
- Assist with development and implementation of marketing plans and strategies in order to promote high levels of occupancy
- Assist with residents, Resident Organizations, and external agencies to receive input regarding the operation of housing programs, assess needs and address concerns
- Conduct informal hearings as needed, and make appropriate recommendations in accordance with the Authority's policies and procedures
- Ensure that residents receive available services by cooperating with services providers to deliver services to residents
- Assist with review and take appropriate action on resident transfer requests
- Ensure that resident lease terminations and grievance hearings are properly processed
- Monitor collections, collection loss, vacancy reports, court filings, etc. through computer-generated and manual reporting systems, conversations, and meetings
- Assist with facilitation of lease enforcement by providing information and assistance as needed
Assist with coordination of schedules for emergency on-call responsibility and follow up on emergencies to ensure proper handling
- Assist in handling difficult or complex problems with residents by offering alternatives and working directly with residents as needed
- Assist with and/or monitor the vacancy process

- Assume on an as needed basis, any or all of the duties that have been delegated to each of the Directors under his or her Supervision.
- Other duties as assigned.

Minimum Qualifications

- Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, finance, planning, social work, or a related field and eight (8) years of progressively responsible executive or management experience in program planning, development, and implementation in areas related to assigned agency responsibilities or in management of a moderate sized public organization or major functional/operational unit
- Experience in administrative federally funded grants and programs (Moving To Work, Hope VI, Mixed Finance, Low Income Housing Tax Credits, etc.)
- Considerable amount of knowledge of Federal, State, and Local laws, rules, and regulations pertaining to Federal housing programs, along with knowledge of public housing agency management, and affordable housing financing and development
- Job-related certifications and training required
- Must possess a valid driver’s license to legally operate a motor vehicle in the state of Illinois, as well as personal vehicle insurance
- Bilingual skills a plus.

Employee Acknowledgement: _____

Date: _____