



The Housing Authority of the City of Alexander City

2110 County Road, Alexander City, AL 35010
Telephone: (256) 329-2201 Fax: (256) 329-6535

DEPUTY DIRECTOR OPEN POSITION

The Alexander City Housing Authority is currently accepting applications for a Deputy Director to work with the Executive Director in carrying out the mission of the Authority. The full job description, minimum requirements, and core competencies are attached.

Applications may be downloaded from our website at www.alexcityhousing.org. Completed applications should also include a cover letter, resume, and references. Fax or email applications will NOT be accepted. No phone calls. Only qualified applications will be considered. Salary commensurate with experience.

Send to: Human Resources
Alexander City Housing Authority
2110 County Road
Alexander City, AL 35010

Application deadline: 4:00 p.m. August 2, 2019.

The ACHA is subject to HUD Section 3 hiring requirements; is an Equal Opportunity and "At Will" Employer; E-Verify participant; and Drug-Free Workplace. The Alexander City Housing Authority abides by the requirements of 41 CFR 60-741.5(a) which prohibits discrimination against qualified individuals on the basis of disability or protected veteran status; and Title VII of the Civil Rights Act. Pre-employment physical and drug screen required for new hires.

Reasonable accommodations may be provided as required by the ADA upon request.

Board of Commissioners: Chairman, Skipper Worthy; Vice-Chairman, Mark M. Tuggle; Darrell T. Armour; John Nolen; Frances Bowers; Executive Director, Donna K. Gabel

Email: donnagabel@alexcityhousing.org

Web Site: www.alexcityhousing.org



Alexander City Housing Authority
2110 County Road
Alexander City, AL 35010

POSITION DESCRIPTION

POSITION TITLE:	Deputy Director	APPROVED BY:	Executive Director
DEPARTMENT:	Administration (COCC)	DATE APPROVED:	07/11/2019
CLASSIFICATION:	Exempt	DATE REVIEWED:	07/08/2019

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	Executive Director	POSITIONS SUPERVISED:	4 directly All others indirectly
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POSITION PURPOSE

Assists the Executive Director in planning, managing, and directing the day-to-day operations of the Alexander City Housing Authority (ACHA) programs and services for owned and managed properties as authorized by the Board of Commissioners, HUD, and Congress including public housing, housing choice voucher (Section 8), capital fund, affiliated non-profits and other related entities while ensuring achievement of the Agency's mission, vision, goals, and core values.

Ensures ACHA property is professionally maintained throughout its intended useful life ensuring minimal depreciation, maximum real estate value, and comfort and security of the tenants.

In the absence of the Executive Director, the Deputy Director will assume all responsibilities associated with carrying out the mission and goals of the Authority, affiliated non-profits, and investment properties.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assists the Executive Director with planning, managing, and directing the overall objectives, activities, and operations of the Authority, including owned and managed properties, affiliated non-profits.**
 - a. Assists in planning and directing the activities of the Agency's owned and managed housing properties including 517 public housing units and support facilities, 265 Housing Choice Vouchers, and other properties owned, managed, and/or operated by ACHA and its affiliated non-profits.
 - b. Assists in establishing and implementing departmental objectives including facilities maintenance and management, capital improvement planning, housing programs, and resident services.
 - c. Assists in developing and implementing operational plans, policies, and goals which further strategic objectives and support the Agency's 5-Year business plan and adheres to HUD's Asset Management Business Model.

Recommends modifications to Agency-wide operations as needed.

- d. Continually monitors the general economic environment, changes in statutory and regulatory requirements, and industry trends. Updates policies and procedures, plans, and goals to ensure they are commensurate with external conditions.
 - e. Assists the Executive Director, as requested, in planned growth and development projects to ensure future public housing needs are met to ensure achievement of the Agency's mission, vision, and goals.
2. **Assists the Executive Director in establishing, monitoring, and maintaining effective financial and capital fund program budgets for ACHA owned and managed properties.**
- a. Recommends capital expenditures and the acquisition and disposition of assets.
 - b. Manages budgets and approves budgeted purchases for assigned departments. Ensures that operating results established in the annual budget for assigned departments are achieved, that related expenses are reviewed and controlled, and income is maximized. Identifies potential problem areas and informs the Executive Director.
 - c. Monitors each capital fund grant received; ensures funds are appropriately obligated and expended per Agency standard of one year/two years respectively as often as possible, but ensures HUD requirements of two years/four years respectively are met.
 - d. Monitors other HUD grants received, such as ROSS and FSS; ensures funds are appropriately spent per the grant agreement.
 - e. Works with Finance Department in preparing and managing all assigned budgets and grants.
3. **Assumes responsibility for maintaining a "High Performer" PHAS and SEMAP Status as determined by HUD's Public Housing Assessment Program for assigned departments.**
4. **Effectively supervises and coordinates subordinate personnel, ensuring optimal performance.**
- a. Provides leadership to management personnel through effective objective setting and delegation. Meets with assigned staff regularly.
 - b. Provides ongoing analysis and critique of existing systems and reviews and evaluates departmental methods and procedures.
 - c. Ensures assigned personnel are well trained, effective, and efficient, and are provided the resources necessary to effectively complete job requirements. Ensure succession planning for key management positions.
 - d. Conducts and reviews performance appraisals of assigned direct and indirect staff, providing suggestions for improved performance, as needed. In coordination with the Human Resources Manager, determines corrective measures, implements performance improvement plans and disciplinary action as needed.
 - e. Completes required reports and documents on time.
5. **Establishes and maintains effective communication and professional business relations with local organizations, HUD and other industry organizations, business contacts, residents, personnel, management, and the Board.**
- a. In the absence of Executive Director, serves as the principal representative of the ACHA and managed public housing agencies and related non-profits.

- b. Ensures information is obtained and conveyed as needed and that problems or inquiries are promptly resolved.
- c. Establishes effective reporting and communication mechanisms with staff to ensure appropriate and adequate information flow throughout. Conducts staff meetings as needed. Conducts Board Meetings in the absence of the Executive Director.
- d. Ensures effective and productive relations are maintained with the Resident Advisory Board and/or Counsel, tenants, and residents.
- e. Ensures the Authority's professional reputation is maintained.

PERFORMANCE MEASUREMENTS

- 1. Meets the Agency's planned growth and development objectives as outlined in the 5-Year Plan.
- 2. Maintains score of 90-100 on HUD PHAS and SEMAP ratings for assigned areas.
- 3. Maintain detailed knowledge of federally subsidized housing programs and regulations, the State Residential Landlord Tenant Act, and local housing codes through continued screening of relevant codes and regulations.
- 4. Maintains effective professional business relations with all stakeholders.
- 5. Meets or exceeds budget expectations for all assigned departments. Monthly sub-indicator financial scores or values reflect those indicative of outstanding performance.
- 6. Maintains 1.5% or less TAR for assigned housing.
- 7. Maintains 98% or higher occupancy rate for assigned housing.

QUALIFICATIONS

EDUCATION/EXPERIENCE: (1) Bachelor's degree in public or business administration, finance, education, the social sciences, or a related field and five to seven years of progressively responsible management experience in the development, planning, funding, implementation and/or operation of HUD assisted housing programs, of which a minimum of three years must have been in a supervisory capacity or (2) some equivalent combination of education and experience.

REQUIRED KNOWLEDGE: Thorough knowledge of the principals, policies, rules, regulations, and procedures governing public housing and Housing Choice Voucher including HUD regulations, state law and local ordinances. Thorough knowledge of the principals of real estate management and development, affiliated non-profits, and related activities LIHTC and RAD is preferred.

Sound knowledge of business support functions including human resources, information technology, procurement, accounting and finance.

REQUIRED CERTIFICATIONS: Public Housing Management (*or must receive within 1 year of employment*)
HCV Executive Management (*or must receive within 2 years of employment*)
Public Housing Executive Management (*or must receive within 3 years of employment*)

SKILLS/ABILITIES: Strong leadership and managerial skills.
Strong interpersonal skills.
Excellent written and verbal communication abilities.
Ability to comprehend and execute complex governmental regulations.
Solid planning, organizational, and analytical abilities.
Ability to coordinate, manage, and direct others.

EXECUTIVE CORE COMPETENCIES (See Appendix A for a complete description)

FUNDAMENTAL	Interpersonal skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation
LEADING CHANGE	Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision
LEADING PEOPLE	Conflict Management, Leveraging Diversity, Developing Others, Team Building
RESULTS DRIVEN	Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility
BUSINESS ACUMEN	Financial Management, Human Capital Management, Technology Management
BUILDING COALITIONS	Partnering, Political Knowledge/Awareness, Influencing/Negotiating

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY:	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
GRASPING:	Using fingers and palm on an object.
TALKING:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
REPETITIVE MOTIONS:	Movements frequently and regularly required using the wrists, hands, and/or fingers.
AVERAGE HEARING:	Able to hear average or normal conversations and receive ordinary information.
AVERAGE VISUAL ABILITIES:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
PHYSICAL STRENGTH:	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE:	No hazardous or significantly unpleasant conditions (such as in a <u>typical</u> office).
TRAVEL:	Frequent out-of-town travel.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to apply logical or business thinking to define problems, collect data, establish facts, and draw conclusions.
 Able to interpret a variety of information including regulations, industry and business standards and instructions.
 Able to deal with very difficult concepts and complex variables.
- MATHEMATICS ABILITY:** Ability to compute discount, interest, profit and loss, ratio, proportion, and percentage.
 Able to perform very simple algebra.
- LANGUAGE ABILITY:** Ability to read business and industry-related journals, abstracts, financial reports, and legal documents.
 Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques.
 Ability to prepare and make comprehensive presentations, participates in formal debates, communicate extemporaneously, and communicate professionally before an audience.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. ACHA maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. ACHA reserves the right to change this job description as needed.

This job description and Appendix "A" have been reviewed with me. My signature indicates that I understand and agree to the requirements for this position and I have received a copy of this job description and the attached Appendix "A" – Executive Director Core Competencies Definitions.

Signature

Date

Printed Name



APPENDIX A

(Effective July 11, 2019)

Deputy Director Core Competency Definitions

The contents included in this Appendix are incorporated into the ACHA Deputy Director's job description and are a vital requirement of the incumbent.

Fundamental Competencies

- **Interpersonal Skills** – Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- **Oral Communication** – Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
- **Integrity/Honesty** – Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
- **Written Communication** – Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Continual Learning** – Assesses and recognizes own strengths and weaknesses; pursues self-development.
- **Public Service Motivation** – Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Leading Change

- **Creativity and Innovation** – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **External Awareness** – Understand and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Flexibility** – Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
- **Resilience** – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

- **Strategic Thinking** – Formulates objectives and priorities, and implements plans consistent with long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
- **Vision** – Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

Leading People

- **Conflict Management** – Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
- **Leveraging Diversity** – Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
- **Developing Others** – Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Team Building** – Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Results Driven

- **Accountability** – Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
- **Customer Service** – Anticipates and meets the needs of both internal and external customers. Delivers high-quality and timely services; affordable, decent, safe, and sanitary public housing; and is committed to continuous improvement.
- **Decisiveness** – Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- **Entrepreneurship** – Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving public housing units or services. Takes calculated risks to accomplish organizational objectives.
- **Problem Solving** – Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Technical Credibility** – Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

Business Acumen

- **Financial Management** – Understands the organization's financial processes. Oversees and administers the Agency budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
- **Human Capital Management** – Builds and manages the workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
- **Technology Management** – Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

Building Coalitions

- **Partnering** – Develops networks and builds alliances, collaborates across boundaries to build strategic relationships and achieve common goals.
- **Political Knowledge/Awareness** – Develops and maintains a progressive business relationship with federal, state, and local governmental agencies and offices that impact the work of the organization.
- **Influencing/Negotiating** – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.