

# HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)  
P. O. BOX 486  
HUNTSVILLE, ALABAMA 35804-0486  
(256) 539-0774

## **JOB OPENING NOTICE** **JULY 24, 2023**

- 1) POSITION TITLE: Director of Public Housing Operations  
(Exempt)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or  
8:00 a.m. until 6:30 p.m.,  
Monday through Thursday (Fridays Off)
- 3) SALARY BASE RATE: Salary Commensurate with Experience.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.  
  
**Qualified** external applicants can obtain a position description and application from our website, [www.hsvha.org](http://www.hsvha.org), or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

**Position will remain open until filled.**

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE OR OTHER NON-MERIT-BASED FACTORS.

## **DIRECTOR OF PUBLIC HOUSING OPERATIONS**

The Huntsville Housing Authority is seeking a Director of Public Housing Operations. Under the general supervision of the Deputy Executive Director, the Director of Public Housing Operations is responsible for planning, directing, monitoring, and evaluating the services and activities of the Public Housing Operations Department. In addition, the Director serves as an internal consultant to executive and senior management staff. The Director also exercises general supervision over professional staff, vendors, and consultants responsible for the management of services and activities assigned to the Department which has approximately 1,500 units of public housing. The Director of Public Housing Operations is also the Section 504 Coordinator for Public Housing Operations.

The candidate must possess a strong public housing background, with a successful track record, and demonstrate effective executive level management/entrepreneurial skills. Must have a bachelor's degree, a master's is preferred, from an accredited college or university, with major coursework in Business Administration, Public Administration, Urban Planning, or related field; and at least five years of extensive and progressively responsible housing or related experience, including supervisory, budgetary, and other administrative activities. Successful candidate must possess a Public Housing Manager Certification or obtain it within one year after assuming the position.

The Authority offers an excellent benefits program; salary is negotiable and commensurate with qualifications and experience.

**For a complete position description and application, please visit our website at [www.hsvha.org](http://www.hsvha.org).**

**Submit cover letter, application, resume, and salary requirements to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. **Position will remain open until filled.****

**Drug/Alcohol/Smoke-Free Workplace  
EEO Employer.**

# HUNTSVILLE HOUSING AUTHORITY

## JOB DESCRIPTION

**Position Title:** Director of Public Housing Operations

**Department:** Public Housing Operations

**Grade:** 42

**FLSA:** Exempt

**POSITION SUMMARY:** Under the general supervision of the Deputy Executive Director, responsible for the overall planning, organizing, staffing, monitoring, and reporting functions of the Public Housing programs. Also is the Section 504 Coordinator for Public Housing Operations.

**ESSENTIAL FUNCTIONS:** *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Responsible for the management of the Public Housing Operations Department, ensuring adequate internal planning, program utilization, and administration of programs in accordance with the U.S. Department of Housing and Urban Development (HUD) regulations, Huntsville Housing Authority (HHA) policies and procedures, and the Public Housing Assessment System (PHAS).
2. Confers with the Deputy Executive Director on Public Housing goals, progress toward meeting goals, problem areas, and coordinating with other segments of the total Public Housing Operations' program.
3. Supervises the work of the personnel assigned to him/her, and conducts their performance assessments.
4. Coordinates input from the Public Housing Operations' staff regarding annual budget requests and assists the Finance Department in preparing departmental expenditures and budgets.
5. Establishes and maintains effective working relationships with superiors, associates, subordinates, residents and representatives of neighborhoods, community leaders, agency representatives, and the general public.
6. Ensures that properties are in compliance with HUD-established Housing Quality Standards.

**Position Title: Director of Public Housing Operations**

**ESSENTIAL FUNCTIONS (Continued):**

7. Ensures that appropriate required reports, HHA Board actions, and legal responses required by the Authority and HUD are prepared and presented in a timely manner.
8. Applies considerable independent judgment based on knowledge gained through work performance.
9. Identifies training needs, initiates development of subordinates, supervises in-service training programs for staff members, and recommends effective personnel actions.
10. Enforces rules and regulations concerning occupancy policies adopted by the Board of Commissioners of the Huntsville Housing Authority and approved by the U.S. Department of Housing and Urban Development.
11. Visits housing offices, inspecting them for condition, efficiency of operation, and conformity with regulations, initiating corrective action or disciplinary measures where necessary.
12. Receives inquiries and complaints in person, over the telephone, and by letter, and answers them in accordance with established policy.
13. Coordinates and collaborates with other departments in establishing and carrying out responsibilities.
14. Prepares the Scope of Work for Request for Proposals (RFPs) as needed.
15. As it relates to Section 504 Fair Housing, receives, investigates, and responds to all requests and/or complaints from program participants and applicants regarding housing for people with disabilities and Fair Housing issues.
16. Conducts annual needs assessment and works with the Maintenance Manager to develop a plan to best meet the needs of residents with disabilities.

**OTHER RESPONSIBILITIES:**

1. Performs other work-related duties as assigned.
2. Ensures that duties, responsibilities, and authority and accountability of all direct subordinates are defined and understood.

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**EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES REQUIRED:**

1. Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Urban Planning, or related field; a master's degree is preferred; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. A minimum of five years' progressive experience in departmental management.
3. Strong managerial, written, verbal, analytical, and interpersonal skills, and integrity and ethics.
4. Must possess a Public Housing Manager Certification or must obtain certification within one year after assuming the position.
5. Ability to organize and prioritize work to meet deadlines.
6. Ability to problem solve.
7. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
8. Working knowledge of Public Housing regulations and requirements, HHA policies and procedures, HHA operations, and departmental activities.
9. Knowledge of the Public Housing Assessment System (PHAS).
10. Knowledge of conflict resolution principles and the ability to apply them in the workplace.
11. Ability to supervise subordinate employees in a fair and impartial manner.
12. Knowledge of the principles and practices of organization theory, management, and planning and their application to the administration of public programs.
13. Ability to develop, recommend, and implement new and revised HHA policies and procedures.
14. Knowledge of data collection, analysis, and related techniques.
15. Knowledge of property management and asset management principles and techniques.
16. Knowledge of public and media relations' techniques.
17. Knowledge of public speaking techniques.

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**EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES REQUIRED (Continued):**

18.    Knowledge of computerized information systems and ability to use personal computer.
19.    Ability to use office equipment such a calculator, copier, telephone, and fax machine.
20.    Must possess a valid driver's license, a good driving record, and must be insurable by the Housing Authority's vehicle insurance company.
21.    Ability to be covered under the Authority's fidelity bond.
22.    Must complete Fair Housing training annually and demonstrate proficiency in Fair Housing laws and requirements through successful passage of Fair Housing exam.
23.    Must complete Sexual Harassment training annually and demonstrate proficiency in Sexual Harassment laws and requirements through successful passage of Sexual Harassment exam.