

Housing Authority of the City of Hampton

20 College Street P.O. Box 568 Hampton, GA 30228

Phone: 770.946.4039 Fax: 770-897-0796

Hamptonhousingauth@att.net

February 26, 2024

JOB POSTING:

Job Title: Assistant Executive Director

The Board of Commissioners for the Hampton Housing Authority is seeking an Assistant Executive Director to provide professional leadership for this public housing agency. Experience in the planning, development, and management of Public Housing, Tax Credits, Grants, and housing related programs. The Board of Commissioners will select an individual with honesty and integrity that possesses strong skill sets in: leadership, communications, fiscal management, supervision, planning, and human resources. The Agency will offer a competitive compensation package. Please submit a detailed resume with three (3) references.

ASSISTANT EXECUTIVE DIRECTOR JOB DESCRIPTION

Initiates, develops, directs, and supervises all matters relating to housing programs (federal, state, and local) and other agency activities. The Assistant Director shall be responsible to the Board of Commissioners of the Hampton Housing Authority and the Executive Director. The Assistant Executive Director must have professional and administrative capabilities. Duties will include the planning and development of City housing programs in relation to various federal, state, and local programs with which the city may already be involved, as well as fiscal and personnel responsibilities. The Director must be able to communicate effectively with the news media and general public, as well as with Agency staff members and City personnel.

ACCEPTABLE EXPERIENCE AND TRAINING

Considered as entry level for this position:

- Experience in housing management, business administration, planning, or other related field, or any knowledge, skills, and abilities concerning or related to the above.
- Experience in the field of housing development and management, particularly as it relates to low and moderate income families, the handicapped, and the elderly.

Duties

- Supervising staff to assure the best possible service to the Agency, including the training,

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- hiring, and firing of all subordinate personnel.
- Coordinating the activities with that of other City Departments (i.e., Community Development, Fire Department, Inspection, etc.)
- Serving as a reference source concerning city housing needs.
- Assisting in the preparation of the Housing Assistance Plan in conjunction with Community Development block grant proposals.
- Having knowledge of all federal, state, and local policies and regulations affecting housing matters and monitoring all changes in the housing regulation.
- Preparing proposals and applications to be submitted to federal, state, and local government concerning local housing programs.
- Preparing all reports, forms, and documents pertaining to federally assisted housing programs.
- Keeping Agency staff informed of changes and new program requirements through attending conferences and workshops regarding housing programs.
- Preparation of all financial statements and records in accordance with required guidelines
- Serve as primary advisor to the Board of Commissioners.
- Oversee general ledger and accounts payable for the Agency expenditures (with the Finance Director or Accountant). Submit necessary financial reports in a timely manner.
- Prepare Annual and Time Year Plan for HUD.
- Preparation of the Agency's Annual Budgets (in coordination with the Finance Director or Accountant) to be submitted to the Board of Commissioners for approval.
- Preparation of an agenda and presenting the Director's Report at monthly Board meetings.
- Ensuring that an accurate recording of the minutes of the Hampton Housing Authority meetings are kept.
- Follow all opening meeting regulations for Agency meetings and activities.
- Sending releases and communications to the news media concerning the Agency's activities.
- Maintaining the personnel files.
- Monitoring staff progress and training needs through periodic personnel evaluations, etc.
- Reviews all correspondence of the Hampton Housing Authority. □ Encouraging local participation by speaking to interested parties (i.e., Chamber of Commerce, Board of Realtors, HOME, Inc., Social Services Agencies, etc.)

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- Maintaining contact and communication with organizations, citizen groups, and interested persons.
- Consulting with and bringing together developers and other parties interested in housing programs.
- Developing good public relations (attending meetings & making presentations)
- Representing the Agency with conferences and discussions with the representatives of Housing and Urban Development. Stimulating Housing and Urban Development to effective action.
- Monitoring the construction of projects being built by the Agency, including making suggestions as to construction changes and the interest of meeting the practical needs of the tenants and minimizing tenant costs.
- Administering the property management activities for the Agency to establish sound management and operating procedures including development of a management plan, initial rent up, accounting and fiscal services, tenant occupancy and placement, rules and regulations, income examination, maintenance services, etc.
- Monitor the investment of all Agency surplus funds in a beneficial and timely manner.
- Performs other duties and assumes other responsibilities as required by the Board.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of federal, state, and local housing practices and programs
- Ability to utilize and coordinate housing activities to provide adequate housing alternatives identified by City housing surveys and established goals.
- Administrative skills and abilities.
- Ability to recognize housing and administrative needs and administer the function of housing programs.
- Ability to plan, direct, and evaluate the work of others.
- Ability to pass the Public Housing Management Test within one year.
- Experience in SACS software preferred.
- Great Communication Skills, professional, judgment, Tact and courtesy.
- Have good physical health.
- Use of personal vehicle (Mileage reimbursed) may be required.
- Certification as a Public Housing Manger by HUD within 12 months of employment.

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QUALIFICATIONS

- Worker must sign a confidentiality waiver
- Must successfully complete a background investigation
- Must be U.S. Citizen or U.S. National

PLEASE EMAIL RESUME TO:

hamptonhousingauth@att.net

Job Type: Part-time

Salary: \$35,000.00 - \$52,400.00 per year

Schedule: On call

Work Location: In person

