

# THE CALHOUN HOUSING AUTHORITY

607 Oothcalooga Street ▪ Calhoun, GA 30701

**Mandatory Qualifications:** The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires a thorough and extensive knowledge of the principles and practices related to the daily administration of a public housing agency to include personnel management, marketing, reporting, policy development and implementation, and program administration.
2. Knowledge of federal grant application development and the ability to learn and interpret state and federal-assisted housing programs, laws and regulations including interpretation, development, and implementation of policy directives and changes; program compliance; budgeting and finance requirements. Extensive experience working directly in PHA programs in a supervisory or Director capacity with direct budgetary oversight is preferred.
3. Requires competent knowledge of real estate development (including financing, design, construction and management). Requires the ability to read, understand and negotiate contracts.
4. Requires extensive experience in managing an organization and its personnel including the ability to communicate, train, counsel, and discipline employees effectively, to conduct effective performance appraisals and to create a harmonious working environment.
5. Requires strong written and verbal communication and interpersonal skills as direct communication with supervisors and employees, either individually or in groups, which is an integral part of this job. Evidence of ability to conduct and experience in conducting effective presentations before public and private agencies, government officials, and other groups or individuals.
6. Must be able to interact with a variety of community groups, government officials, contractors, developers, architects, realtors and other individuals, including persons of varying knowledge and educational levels to elicit information and effectively assist in the design, implementation of new, and maintain existing, housing programs or redevelopments.
7. Must maintain a personal ethical foundation to foster public trust and maintain professional, honest, and ethical conduct at all times. Must also be diligent, responsible, and hard working.
8. Knowledge and successful experience in LIHTC and RAD developments or rehabilitation.

**Secondary Qualifications:** Although not mandatory, the following attributes will enhance an individual's chance for success in being selected – which qualifications are very desirable:

Previous experience as a top or near top employee for a PHA and/or like organization, direct working experience or training managing modernization, construction, and development of low-income properties, and knowledge of tenant-landlord laws.

Above average knowledge of low-income housing related databases; use of Internet for researching, networking, and marketing; spreadsheet and word processing software.

Strong preference for candidates having a degree from a four-year college or university with a bachelor's degree in business and/or public administration or an applicable housing field.

Eight or more years responsible administrative experience including at least three of those years in a supervisory or management capacity with fiscal oversight including housing management and/or community and housing development.

Training and experience that ensures the ability to perform the duties and responsibilities of this position.

Prefer candidate to have three (3) years prior experience as a high level PHA manager, Deputy Director or similarly ranked position, and knowledge of HUD requirements and guidelines specific to the public housing program, LIHTC, and RAD.

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## Job Description

**Title:** Deputy Director  
**Reports To:** Executive Director  
**Department/Division:** Executive Office  
**FLSA Status:** Exempt  
**Employment Status:** Full-Time  
**Pay:** Salary

### General Agency Information

The Calhoun Housing Authority ("CHA") is a public housing authority primarily funded by the United States Department of Housing and Urban Development for the management of 249 public housing units located within the city limits of Calhoun Georgia, Gordon County. CHA has approximately nine administrative personnel and four maintenance personnel. CHA has a nonprofit organization, New Foundations Development, which implements new construction and renovations throughout Gordon and Bartow Counties for low-income homeowners in those areas through the use of State and Federal Grants such as CHIP, HPG, USDA, and others as available. New Foundations has an impeccable history of such work and has renovated well over 200 homes in the past 10 years.

CHA is looking to expand its affordable housing portfolio through the use of LIHTC, Bonds, and other revenue streams to implement various types of new construction in and around the City of Calhoun. CHA is also considering a RAD conversion and potential LIHTC redevelopment for its existing public housing units.

CHA is a high performing agency with a \$2 million public housing operating budget, and up to a \$1 million nonprofit budget. This position, along with the Executive Director, will directly oversee and manage these activities and will be responsible for the performance thereof.

### General Position Summary

The Deputy Director has responsibility for managing, maintaining, and directing of subordinate staff performing the Authority's programs, the Authority's goals, and requirements established by the United States Department of Housing and Urban Development (HUD), the Georgia Department of Community affairs, (DCA), or any other entity to which the Executive Director reports to. The Deputy Director reports all relative Authority matters to the Executive Director.

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Responsibilities

Performs the following and all other related duties as assigned by the BOC:

1. The Deputy Director plans, develops, organizes, coordinates, delegates, supervises, and directs the implementation of the Authority's Housing programs.
2. Assists the Executive Director to oversee and provide for safekeeping of the Authority's buildings, grounds, facilities, equipment, supplies, monies, files, records, documents, and reporting.
3. Supervises Authority Staff, provides ongoing assistance to current staff to support a positive and productive working environment. Responsible for and oversees the selection, training, direction, supervision, utilization, discipline, and termination of Authority employees. Makes recommendations to the Executive Director for schedule of salary ranges, employee benefits, and periodic revisions. Reports on the accomplishment of assigned goals and objectives.

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4. Assists the Executive Director with budgets implementation and recommends revisions as necessary. Informs the Executive Director of the status of activities and projects within the Authority; proposes new policies or changes in existing policies; notifies the Executive Director of proposed changes in federal, state or local legislation affecting the Authority; provides the Executive Director information on evaluations of efficiency and effectiveness of Authority operations and provides recommendations for improvements.
5. Works with the Executive Director and the BOC to develop the Authority's strategic and operational plans. Effectively develops organizational structures and plans and implements internal policies, programs, goals, and priorities.
6. Participates in negotiating contracts with outside agencies and companies for major maintenance services and management services.
7. Makes management decisions concerning the daily operations of the Authority.
8. Assists in identifying alternative federal and non-federal funding sources (grants) to augment declining subsidy, helping to ensure the viability of housing and associated programs offered by the Authority. Utilizes the Authority's 501-C3 entity as appropriate to obtain additional grant funding, donations, or other benefits for the Authority.
9. Discusses Authority goals, priorities, problems, and concerns with officials, representatives, and members of the local government, social and public service agencies, state government, and federal government.
10. Meets with the Resident Advisory Board (RAB), ensures proper operation of the RAB and conducts public meetings, and strategizes communications of the residents through the RAB. Coordinates the needs of Authority residents with CHA's resident services coordinator.
11. Addresses business and civic groups on matters pertaining to the Authority. Successfully maintains positive Authority image and working relationships with the community and local, state, and federal government officials.
12. Reviews and approves reports as assigned by the Executive Director, and other documents that may be required by federal, state, and local jurisdictions.
13. Attends professional meetings, seminars, and conferences to keep abreast of new trends, activities, and concepts in Housing Programs. Supports, assists, and works with other Agencies and affiliated organizations in joint efforts, which are mutually beneficial, by participating in community activities and functions relevant to Authority objectives and by maintaining membership in appropriate community organizations.
14. Volunteer's new ideas, suggestions, and recommendations to the Executive Director as desired. At the request of the Executive Director, may assist in planning or development of seminars, conferences, and workshops. Reviews proposed laws or regulations and recommends changes or improvements.
15. Receives and reviews bids and executes contracts from time to time, but primarily oversees others that perform these tasks daily.
16. Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
17. Participates in relevant Housing Coalitions such as GAHRA, SERC, NAHRO, PHADA for the purposes of bettering the Calhoun Housing Authority's ability to effectively secure its constant need for housing and community development through training, networking, and advocacy.

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## Knowledge and Skills

1. Thorough knowledge of the relationship of PHA's to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Authority.
2. General understanding of housing bond issuance, Low Income Housing Tax Credits (LIHTC) conventional loans, or other financing options.
3. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.
4. Thorough knowledge of Authority operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to housing authorities.
5. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
6. Thorough knowledge of procurement regulations, Davis-Bacon wage decisions, EEO/FLSA regulations, and job-site safety requirements like those required by OSHA.
7. Working knowledge of the laws and regulations governing bonded indebtedness, handling of bids, and the preparation and execution of contracts and agreements.
8. General understanding of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry.
9. General understanding of housing financing and development of new properties.
10. Skilled in addressing the public and other bodies and presenting information in a clear, organized, and convincing manner.
11. Ability to accurately and completely document in writing appropriate events and activities.
12. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
13. Ability to read and comprehend complex material.
14. Ability to analyze complex problems, interprets operational needs, and develops integrated, creative solutions.
15. Ability to coordinate information and activities among groups with differing agendas, across multi-functional areas.
16. Ability to meet aggressive deadlines and effectively manages multiple priorities.
17. Ability to identify operational problems and recommend effective solutions.
18. Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Authority.
19. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
20. Ability to operate appropriate Authority computer equipment and software packages.

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## Supervision Controls

The Deputy Director makes general assignments to department Directors, specifying priorities, deadlines, and objectives. Assignments to office staff will include what is to be done, deadlines, quality, quantity, and priority. The Deputy Director supervises all managers and supervisors and monitors their supervision performance over multiple employees who perform all day-to-day operations.

## Guidelines

Guidelines to be followed by the Deputy Director include published laws, Authority policy, HUD regulations, handbooks, notices, contracts, agreements, codes, ordinances, and directives from the Executive Director. Upon personal initiative, the Deputy Director obtains informal guidance and assistance from other Agencies, professional organizations, and housing-related groups.

The Deputy Director performs duties by applying the basic principles of housing Authority management and uses proper judgment in many decision-making situations. Routine decisions pertaining to the operation of the Authority, and personnel matters are provided with specific guidelines in the form of internal operating policies and procedures, and federal, state, and local laws and regulations. The Deputy Director is periodically monitored for compliance with existing guidelines by the Executive Director.

## Complexity

1. The Deputy Director performs a wide variety of tasks, which are not always clearly related.
2. The Deputy Director makes decisions regarding unusual circumstances, conflicting data, and non-routine situations pertaining to the general management and operation of the Authority.
3. Responding to residents, staff members, on occasion the BOC, local officials, and the public on a continuing basis necessitates great patience, tact, and diplomacy. The Deputy Director may, from time-to-time, be required to act on behalf of the Executive Director at BOC meetings, or other executive level events.
4. Ever-changing laws and regulations require frequent updating and promulgation of Authority plans, policies, and procedures, particularly those affecting applicants and residents, such as the admission of aliens, federal selection preferences, and rent computations. The Deputy Director assists the Executive Director with these tasks.

## Physical Requirements

1. Work may involve some physical exertion during emergencies, on-site visits with construction crews, residents or staff members, inspections of Authority developments, sites, dwellings, or facilities, and travel to meetings, conferences, or workshops in other cities. As this position oversees construction and/or modernization of Authority buildings/properties, it is common for the Deputy Director to perform physical activities similarly demanded of a construction foreman.
2. Must be able to sit, and/or stand for up to eight (8) hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of work-related duties. Such activities may be or are similar to moving or carrying heavy objects or materials, climbing ladders and stairs.
4. Must be able to use fingers bilaterally and unilaterally to operate office-related equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress and moderate physical exertion.
7. Must maintain a professional appearance and portray a positive image for the Authority.

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8. Must be able to maintain punctuality and attendance as scheduled.
9. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

## **Work Environment**

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, it may involve visits to housing developments, sites, dwellings, or facilities.

## **Other Requirements**

1. Must possess a State of Georgia driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

The Calhoun Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The Executive Director reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.