



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** DEPUTY EXECUTIVE DIRECTOR

**RESPONSIBLE TO:** EXECUTIVE DIRECTOR

**DEFINITION:** Under direction, to assist in planning and directing the housing management and maintenance of the Housing Authority, and to do related work, as required.

**EXAMPLES OF DUTIES:** Supervises the housing management and Section 8 administrative staff. Assists in the preparation of contracts, and lease agreements; represents the Authority in daily relationships with public and private organizations concerned with public housing; represents the Authority in relationships with the state and federal agencies involving routine problems; assists in considering problems with the executive director and in formulating policies; assists in preparing budgets; makes studies; prepares recommendations, reports and correspondence; investigates complaints and answers inquiries; co-shares the duties of the executive director in his or her absence. Designs forms and improves procedures; determines need for project office and maintenance equipment and supplies; assists in the preparation of procedural manuals and instruction to staff members in their use; develops performance standards; prepares and reviews reports of employee performance; determines personnel and material needs; establishes standards of production; directs and maintains a continuing program of management/tenant relations; performs frequent project inspections; conducts tenant grievance hearings; confers with managers on operational problems and effects remedial action; approves all project management requisitions for equipment, materials and supplies; submits periodic reports to the executive director upon request and performs other related duties as directed.

**EDUCATION/EXPERIENCE:** A Bachelor of Arts degree with upper-level course work in public administration, business, economics, political science or related courses and progressively responsible management experience in directing the operations of a housing authority; at least five years' experience in the operations of a public agency in a supervisory capacity. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**KNOWLEDGE OF:** The laws, rules and regulations pertaining to public housing operations; knowledge of the proper handling of state public housing referenda and construction operations; knowledge of federal, state and local public housing regulations; ability to prepare plans and propose legislation.

**SKILLS TO:** Communicate clearly, both orally and in writing; prepare accurate reports; analyze problems and make appropriate recommendations; handle problem situations including other employees, tenants and the public with courtesy and tact.

**Housing Authority of the County of Tulare  
Deputy Executive Director, Housing Management (Continued)**

**DESIRABLE QUALIFICATIONS:** Knowledge of all Housing Authority departmental functions.

**PHYSICAL CHARACTERISTICS:** Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

**LICENSES/CERTIFICATES:** A valid California driver's license.