

Housing Authority of the County of Tulare

Job Description

Job title: DEPUTY EXECUTIVE DIRECTOR HOUSING MANAGEMENT

Work Location: One or more of the agency office locations located in Tulare County

Department: ADMINISTRATION

Reports to: EXECUTIVE DIRECTOR

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

DEFINITION:

Under direction, to assist in planning and directing the housing management and maintenance of the Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the housing-management and Section 8 administrative staff.
- Assists in the preparation of contracts and lease agreements.
- Represents the Housing Authority in daily relationships with public and private organizations concerned with public housing.
- Represents the Housing 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/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.
- Acts as Section 504 coordinator for agency.
- Submits periodic reports to the Executive Director upon request.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- A Bachelor of Arts degree with upper-level course work in public administration, business, economics, political science or related courses.

- Progressively responsible management experience in directing the operations of a housing authority.
- Minimum of 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 local, state and federal 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.
- Computer literate in MS Office software.

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 and acceptable DMV record.

Adopted: 2/2024