

## DEPUTY EXECUTIVE DIRECTOR FOR FINANCE & LEASED HOUSING

**Status:** Exempt

**Function:** The Deputy Executive Director is a key staff person and leader responsible for three key functions within the FRHA: finance; leased housing; and developing innovative and entrepreneurial activities to create alternative funding and financing. The Deputy Executive Director is responsible for maximizing funding while adhering to all state (DHCD) and federal (HUD) rules and regulations. The Deputy Executive Director is also responsible for maximizing the all-around performance of the state (MRVP) and federal (HCV) leased housing programs.

The Deputy Executive Director is responsible for leading and building a cohesive team consisting of the Coordinator of Housing Assistance and other senior staff in the leased housing, finance, procurement, and accounting areas.

**Supervision:** The incumbent is responsible to the Executive Director, who evaluates the job performance of the incumbent, through a series of reports and personal meetings, and other evaluative material such as the FRHA's audits and performance on relative HUD PHAS and DHCD management reviews.

The Deputy Executive Director is generally responsible for ensuring that all staff are supervised properly and function as a team.

### **Essential Job Duties:**

- Responsible for carrying out the policy directives of the 5-member Board of Commissioners through the Executive Director.
- Ensures that the FRHA is complying with all applicable HUD and DHCD rules and regulations.
- Develops alternative funding and financing for the FRHA.
- Prepares and furnishes regular reports on performance to the Executive Director.
- Reviews and interprets all correspondence dealing with policies issued by the Authority Board or affecting the FRHA for clarity and soundness.
- Responsible for approval of all significant work programs and initiatives.
- Demonstrates and promotes honesty, integrity, and transparency within the FRHA
- Provides direction for the responsible stewardship of all FRHA assets.
- Prepares monthly reports for the Executive Director to the Board of Commissioners on various matters such as DHCD and HUD updates, financial status, lease up rates, etc.
- Prepares reports to DHCD and HUD as required.
- Works with and motivates the Coordinator of Housing Assistance and other staff to develop strategies and priorities for maximizing financial resources, lease up rates, and overall fiscal health.
- Provides oversight and guidance to the FRHA Procurement Department.

- Participates on local, state, and federal working groups and committees involved in housing finance and leased housing issues.
- Attends meetings with private and public entities to represent the FRHA.
- Reviews contracts on behalf of the FRHA for work by others and ensures compliance with contractual provisions.

**Secondary Job Duties:**

- As directed or requested by the Executive Director, the Deputy Executive Director may represent the FRHA with the City, HUD, DHCD, or others such as NAHRO.

**Performance Criteria:**

The Deputy Executive Director is evaluated on the ability of the FRHA to meet or exceed the performance standards established by DHCD and HUD and to maintain the overall financial health of the Authority in times of scarce and diminishing resources. The Deputy Executive Director is also evaluated on the demonstrated ability and skill to work harmoniously with local, state, and federal governments. The Deputy Executive Director is expected to display the highest level of ethics and integrity and will be evaluated accordingly.

**Qualifications and Skills:**

- Demonstrated leadership skills.
- Considerable knowledge of the principles, theory and methods of finance, accounting, and management.
- Ability to establish and maintain effective working relationships with staff Members and funding and regulatory agencies.
- Ability to prepare and issue clear and concise instructions, both orally and in writing.
- Working knowledge of governmental regulations, especially those issued by DHCD and HUD.
- Excellent communication and supervisory skills, including successful team building experience.
- Excellent negotiation skills.
- Significant experience with state and federal public housing finance and accounting highly desired.
- Experience with leased housing a plus.

**Physical Demands:**

SEDENTARY (requires lifting 10 lbs., carrying small objects)	<u>  X  </u>
LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.)	<u>          </u>
MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.)	<u>          </u>
HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.)	<u>          </u>
VERY HEAVY (requires lifting over 100 lbs., such as moving furniture)	<u>          </u>

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u>F</u>	H. Reaching	<u>O</u>	O. Crawling	<u>R</u>
B. Sitting	<u>F</u>	I. Handling	<u>F</u>	P. Bending	<u>R</u>
C. Walking	<u>F</u>	J. Fine Dexterity	<u>F</u>	Q. Twisting	<u>R</u>
D. Lifting	<u>R</u>	K. Kneeling	<u>R</u>	R. Climbing	<u>O</u>
E. Carrying	<u>R</u>	L. Crouching	<u>R</u>	S. Balancing	<u>R</u>
F. Pushing/Pulling	<u>R</u>	M. Foot Controls	<u>F</u>	T. Vision	<u>C</u>
G. Hearing	<u>C</u>	N. Talking	<u>F</u>	U. Other	<u>      </u>

**Experience and Education:**

The ideal candidate would have demonstrated experience in multiple facets of low-income or assisted housing including budgets, finance, accounting, leased housing, or other relevant functional areas.

The candidate should meet the following requirements:

A Master's Degree, with five or more years experience with low income or assisted housing programs, particularly in the finance area, and demonstrated skills in leadership, supervision and management; or

A Bachelor's Degree in Public Administration, Business Administration, Economics, Finance, Accounting, or related concentration, with ten or more years experience with low income or assisted housing programs, particularly in the finance area, and demonstrated skills in leadership, supervision and management.

**Salary:**

The salary for this position is determined based upon experience and in accordance with FRHA's annual budget as approved by the FRHA Board of Commissioners.