HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE

November 4, 2019

1) Position Title: Senior Vice President of Operations/Chief Operating Officer

2) Job Type: Full-Time

3) Salary: Commensurate with qualifications and experience.

4) Education/Experience: Bachelor’s Degree from an accredited four-year college or university with major course work in Public Administration, Public Policy, Business Administration, Finance, Economics, Urban Planning or related field required. Master’s Degree preferred. A minimum of five (5) years related management experience in the public, nonprofit housing, or community development in public or private real estate sectors, with at least three (3) years of experience in an executive or senior management level role. Experience with Public Housing and/or Section 8 programs preferred. A minimum of three (3) years supervisory experience with a thorough knowledge of HUD regulations required.

5) Major Duties and Responsibilities: Confer regularly with the President/CEO on Housing Operations, Assisted Housing, and Customer Service functions regarding administrative operations, goals, progress toward meeting goals and problem areas. Work with departmental leadership to identify and address operational needs and provide leadership to proactively improve HABD operations. Provide visionary leadership to staff and ensure long-term sustainability of agency operations by developing goals and objectives, implementing strategies promoting collaboration between departments, and building relationships with external players. Prepare program analysis, policies, procedures and position papers for the President/CEO. Handle sensitive and confidential information skillfully and ethically. Perform any other related and appropriate duties and support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may also be submitted to careers@habd.net. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position is Open Until Filled No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
Position Summary

Under the direction and supervision of the President / Chief Executive Officer, the Senior Vice President of Operations/Chief Operating Officer will be responsible for the efficient operation and administration of the Agency’s Public Housing, Section 8 and Customer Service functions and staff. Additionally, the position serves as second-in-command to the President/Chief Executive Officer and serves as acting President/Chief Executive Officer in the President’s absence. The Incumbent may be assigned to meet with and present to the Board of Commissioners or other stakeholders on behalf of the President/Chief Executive Officer. The Incumbent work will also involve highly responsible professional activity requiring independent judgement and initiative in developing and maintaining a high-quality effort through administering and supervising activities involved in the management of a large public housing programs for low-income families. This role directly supervises the Vice President of Housing Operations, Assisted Housing and Customer Service.

Major Duties and Responsibilities

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned. The position description complies with the Americans with Disabilities Act.

1. Confer regularly with the President/Chief Executive Officer on Housing Operations, Assisted Housing and Customer Service functions regarding administrative operations, goals, progress toward meeting goals and problem areas. Coordinate work with other departments such as Real Estate Development and Capital Improvements, Finance and Administration, Human Resources, Information Services and other units. Directly manage Housing Operations, Assisted Housing and Customer Service departments to achieve goals and progress.

2. Work with departmental leadership to identify and address operational needs and provide leadership to proactively improve HABD operations.

3. Provide visionary leadership to staff and ensure long-term sustainability of agency operations by developing goals and objectives, implementing strategies, promoting collaboration between departments, and building relationships with external customers.

4. Directly supervise designated departments to ensure they adhere to HABD policies and procedures and remain in compliance with all HUD requirements.
5. Lead and oversee the development and implementation of internal policies, procedures, and strategic goals for the Housing Operations, Assisted Housing and Customer Services departments.

6. In conjunction with the Vice Presidents of Finance and Administration, Housing Operations, Assisted Housing and Customer Service, the Senior Vice President of Operations/Chief Operating Officer will direct the planning and implementation of the departmental operating budgets; Exercise sound judgements in determining the most efficient allocation of resources for the operating departments.

7. Confer regularly with the Vice President of Finance and Administration to ensure long-term sustainability and financial viability of Public Housing, Section 8 and Customer Services functions.

8. Assure that all reports, as required by the Board of Commissioners or HUD, are prepared and submitted on a timely basis.

9. Assist with the coordination and development of HABD’s Five (5) Year and Annual Agency Plan.

10. Work with employees and others on a regular basis to promote harmonious labor relations at HABD.

11. Plan and develop new and revised programs, policies, procedures and strategies for improved delivery of housing services that are consistent with the HABD Mission Statement and Strategic Plan.

12. Prepare program analysis, policies, procedures and position papers for the President/Chief Executive Officer.

13. Confer with and listen to employees and provide guidance (as appropriate) regarding employees’ concerns.

14. Prepare and review scope of services for Request for Proposals (RFPs) and other procurement documents as needed.

15. Handle sensitive and confidential information skillfully and ethically.

16. Perform other duties as requested by the President/Chief Executive Officer.

Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA). Demonstrates strong familiarity with major HUD regulations, along with all relevant Federal, State and local laws, codes and regulations.
2. In-depth knowledge of Public Housing and Section 8 programs, with the capacity to remain up-to-date on special HUD initiatives and Public Housing trends, including but not limited to: Choice Neighborhoods, Moving to Work, and Rental Assistance Demonstration.

3. Knowledge of the principles of accounting and fiscal administration.


5. Knowledge of the principles and practices of organization theory, management and planning and their application to the administration of public programs.

6. Knowledge of both public administration and private sector principles and practices, particularly as they relate to private property management, asset management, and customer service.

7. Knowledge of negotiation and conflict resolution principles and practices. Ability to identify, assess and resolve any sensitive/urgent issues, needs and concerns that arise in departments under his/her chain-of-command.

8. Knowledge of computerized information systems and ability to use a personal computer.

9. Must be team-oriented and collaborative, both inside and outside the Authority. The Senior Vice President of Operations/Chief Operating Officer has the capacity to promote and develop cross-departmental initiatives, and the ability to establish and maintain effective working relationships with superiors, associates and subordinates.

10. Ability to build relationships and conduct business with residents, landlords, community leaders, community development agencies, government agency, the general public and other vital external stakeholders.

11. Ability to direct, supervise and coordinate a multi-faceted public program.

12. Knowledge of budgetary, systems development, strategic planning and organizational development principles and practices. Ability to engage in long-term planning and assist the President/Chief Executive Officer in developing the Authority’s mission, vision, core values and strategic goals.

13. Ability to analyze HABD operations and recommend organizational and operational revisions.

14. Ability to develop, recommend and implement new and revised HABD policies and procedures.

**Supervision:**
Yes

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential
functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training, and/or Experience**

1. Bachelor’s Degree from an accredited four-year college or university with major course work in Public Administration, Public Policy, Business Administration, Finance, Economics, Urban Planning or related field required. Master’s Degree preferred.

2. A minimum of five (5) years of related management experience in the public, nonprofit housing, community development in public or private real estate sectors, with at least three (3) years of experience in an executive or senior management level role. Experience with Public Housing and/or Section 8 programs is preferred. A minimum of three (3) years supervisory experience with a thorough knowledge of HUD regulations.

3. Strong preference for the following: Institute of Real Estate Management certifications; Accredited Residential Manager, Accredited Commercial Manager, Certified Property Manager

**Special Requirements**

1. Possession of a valid Alabama driver’s license and safe driving record for those required to drive or allowed to drive on behalf of HABD.