

## ASSISTANT DIRECTOR OF PUBLIC HOUSING

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and managerial position at the Rochester Housing Authority (RHA) with responsibility for the effective direction of on-going technical, operational, and special project activities. The Assistant Director of Public Housing Operations works under the general direction of the Public Housing Director with leeway allowed for the exercise of independent judgment concerning day-to-day management. General and direct supervision is exercised by professional and clerical staff. Related work is performed as required.

### TYPICAL WORK ACTIVITIES:

- Establishes priorities and schedules for maintenance and preventive maintenance activities performed at RHA properties.
- Reviews the work performed by independent contractors on RHA properties to ensure adherence to the terms of the contract.
- Meets with Tenant Commissioners, Tenant Relations Committees, and community organizations to discuss complaints originating from RHA residents.
- Prepare housing and financial reports pertaining to assigned properties.
- Supervises professional and clerical employees, including assigning and evaluating work, initiating discipline, conducting performance appraisals, etc.
- Oversee continuing research in community housing needs and prepares statistical analyses and commentaries on RHA's ability to meet those needs.
- Reviews the budgetary, financial, technical, and operational activities of the housing operations division and recommends changes intended to improve efficiency and effectiveness.
- Oversees legal, regulatory, and policy compliance as outlined by the United States Department of Housing and Urban Development (HUD); New York State Division of Housing Standards, and local housing codes.
- Oversee and propose revisions to RHA's current rent collection policies and procedures.
- Reviews procurement, development, and modernization proposals developed by RHA for compliance.

### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of public administration including overall finance, accounting, management, budgeting and personnel.
- Knowledge of the United States Housing and Urban Development regulations and New York State Public Housing Law.
- Knowledge of public housing practices and terminology; Ability to read, interpret and apply complex regulatory material.
- Ability to plan and organize the work of staff and ensure that deadlines are met; Ability to make effective written and oral presentations.
- Ability to monitor and evaluate the work of staff.
- Ability to establish effective working relationships with others; Ability to effectively supervise professional

and clerical staff.

- Ability to research and evaluate technical, compliance, and operating issues and procedures and make recommendations for the improvement of operations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

- All Entry Level KSA's PLUS:
- Knowledge of Federal, State and Local regulations affecting RHA activities and operations; Knowledge of the policies and procedures of RHA.
- Knowledge of the RHA collective bargaining agreement.

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent PLUS,

Master's degree in public administration or business administration AND two (2) years of experience directing managerial, professional, technological functions and staff in public housing Section 8 administration, regulatory compliance, and audits.

OR

Bachelor's degree in public administration or business administration AND three (3) years of experience as described above;

OR

Any bachelor's degree and four (4) years of experience as described above.

OR

Five (5) years of experience as described above.

ADOPTED: September 19, 2019