

**DIRECTOR OF OPERATIONS /RHA**  
**(classification papers)**

**DISTINGUISHING FEATURES OF THE POSITION:** This is an administrative position involving responsibility for the effective operations of and Board policy initiatives for the Rochester Housing Authority. This position is a confidential Board appointment and the employee shall serve at the pleasure and discretion of the Board. The Confidential Director shall work under the direction of the Board and in conjunction with the Executive Director. The Confidential Director is authorized to act generally for the Board in all matters assigned by the Board and shall exercise such powers or duties as the Board deems proper to delegate and direct to the Confidential Director. Direct supervision is exercised over professional and clerical employees involved in Board Policy initiatives. The Confidential Director shall perform related work as required.

**TYPICAL WORK ACTIVITIES:**

Reviews complaints and problems regarding Authority activities and programs, recommends methods of resolving those issues to the Board, and implements solutions;  
Keeps informed about regulations, legislation, and innovations in the field of public housing in order to keep the Board and General Counsel updated, and advise the Board regarding how this impacts projects and issues relating to RHA's mission;  
Interprets the Housing and Community Development Act, the New York State Public Housing Law and other rules and regulations relating to activities of the Authority, particularly HUD policies and procedures and implements same;  
Establishes and maintains appropriate relationships with and acts as a representative to: State, Federal, and local administrative officials, tenant representatives, public and private organizations and the press;  
Researches issues, prepares reports, and develops recommendations on a variety of topics relating to  
    RHA's mission and goals and assists Board in the creation and implementation of programs and projects consistent with RHA's mission and goals;  
Prepares correspondence and memoranda related to Authority activities;  
Represents the Authority in the Community and at governmental events; Works on Tenant Sustainability Projects, Activities and Initiatives.

**MINIMUM QUALIFICATIONS:**

A. Master's degree AND five (5) years of experience years of experience in public housing, leased housing (Section 8 program), or real estate development, management, or community development with an understanding of accessing additional revenue or grant writing.

**OR**

B. Bachelor's degree AND seven (7) years• experience as described in A.