

**ENGLEWOOD HOUSING AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Assistant Director / Administrative Manager

REPORTS TO: Executive Director

DATE EFFECTIVE: January 2017

POSITION SUMMARY

The Assistant Director / Administrative Manager is responsible directly to the Executive Director for administrative support in a variety of agency functions, including development of internal policies and procedures, payroll administration, lease termination activities and selected HUD reporting. The incumbent interacts directly with the agency Board of Commissioners in preparing board packets, transcribing minutes of Board meetings, and other Board-related responsibilities. The incumbent must be familiar with applicable agency policies and local, state and federal laws and regulations consistent with the position. The incumbent must possess the ability to make rational, consistent decisions in a variety of situations requiring administrative action. The Administrative Manager must function in an innovative, creative and decisive manner and in a management capacity in an effort to promote the effective and efficient operation of the agency.

WORK DESCRIPTION

The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the incumbent operates. They may be modified with additions, deletions or changes required to obtain organizational goals and objectives.

Under the direction of the Executive Director, the employee in this position performs duties which may include, but are not limited to, the specific examples shown in the following list:

- Studies, interprets and implements HUD regulations, state and local laws, and agency policy during resident selection, continued occupancy and termination of lease procedures for a variety of housing programs; consults with Executive Director in appropriate situations.
- Drafts applicable paperwork and legal forms to effect eviction processes; consults with attorney as necessary on complex eviction circumstances.
- Compiles and transmits Agency Plan update reports to HUD on annual basis. (Works with Resident Advisory Board (RAB) related to Agency Plan).
- Monitors Capital Fund Program (CFP) budgets, including long-term planning, obligation and expenditures, and fund draw-downs.
- Takes notes and prepares minutes of Board of Commissioner Meetings.
- Compiles and transmits reports to Board of Commissioners, Executive Director and other reports as necessary.
- Assembles written material for monthly board packets.
- Drafts contracts and agreements for outside services.
- Monitors Davis-Bacon compliance on construction and modernization contracts.

- Schedules and conducts informal reviews and hearings and oversees grievance procedures with applicants, residents and program participants for a variety of housing programs; makes decisions based on regulatory requirements, testimony and evidence provided.
- Establishes and maintains effective communication network with HUD representatives and other support service agencies.
- Explores ways to increase revenues and cut expenditures.
- Drafts grant proposals for the agency as directed by the Executive Director.
- Works with Executive Director to draft effective programs and policies for the agency.
- Monitors all phases of commercial and general liability and worker's compensation insurance programs for the agency. Acts as safety officer, conducts safety meetings and ensures that staff receives information sufficient to increase safety awareness and prevention.
- Supervises Occupancy Specialist in all phases of work, including setting department goals and developing and evaluating individual performance standards. Provides training and support and monitors work for accuracy, efficiency and adherence to program standards. Responsible for staff performance evaluations and makes recommendations regarding hiring, merit increases, discipline, firing and scheduling of leave.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS

Education, Experience and Skills

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance. A university or college degree in business or social sciences from an accredited institution is desirable. An ABA-approved paralegal certificate is desirable. This position requires computer skills, and Knowledge of Windows-based computers including with Microsoft Office Suite, especially Excel and Word, database maintenance, comfortable performing internet research and entry into other web based systems. A Public Housing Manager designation may be required at the time of hire or within a period of time after hire. Human relations skills, conflict management and dispute resolution knowledge are required. Excellent interpersonal, verbal and written skills are mandatory as well as a professional demeanor toward staff, colleagues, residents and members of the community.

DIMENSIONS AND RESOURCE RESPONSIBILITIES

Budget Responsibility

Works with the Executive Director in preparation of the annual operating budgets and long-term capital fund budgets. Monitors Capital Fund Program budgets and prepares HUD-required reports and draw-down requests.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS

Position requires valid driver's license and ability to drive to and from outside locations for meetings and to deliver and pick-up confidential material from the City of Englewood administrative building. Occasional out-of-state and in-state travel to professional meetings is required.