

Opening Date: June 14, 2018
Closing Date: July 16, 2018

HOUSING BOARD DEPUTY EXECUTIVE DIRECTOR

The Mobile Housing Board is an evolving and transforming Public Housing Authority located in the beautiful port city of Mobile along Alabama's Gulf Coast seeking the right individual to join our management team. The Deputy Executive Director is responsible for assisting the Executive Director in providing oversight, planning, development, implementation, administration and evaluation of the Agency operations and initiatives; provides strategic direction and leadership and guidance to all divisions and departments; makes decisions affecting administration and fiscal management of the operations of the Agency and its programs; prepares operations reports and funding applications to various governing entities and public/private funding sources; reviews and prepares budgets, financial statements, cost data, scheduling, planning, and budgeting between divisions, departments and grant programs and scheduling; acts as liaison for the Board and Executive Director with the residents, contractors, developers, engineers, and other community and business partners.

Comprehensive knowledge of federal, state and local laws, the Department of Housing and Urban Development (HUD) and other relevant rules and regulations governing asset and housing management operations; Good knowledge of HUD regulations applicable to public and affordable housing authorities, housing and community development organizations and other programs including but not limited to: Low Income Public Housing and Housing Choice Voucher programs; Good knowledge of HUD reporting requirements, data systems and available electronic information; Good knowledge of the principles, practices, methods and procedures of organizational management; Good knowledge of the principles, practices and methods of research and statistical analysis; Experience in Public Housing Authority (PHA) operations, compliance and audit; Experience working in the HUD regulatory environment; Comprehensive knowledge of RAD and LIHTC programs is desirable.

Minimum Qualification: Completion of a bachelor's degree from a recognized college or university in business or public administration, or closely related area and a minimum of five years increasingly responsible administrative, finance, operational, development and management experience in multi-family and single family housing and/or public housing program; or a combination of education and experience equivalent to these requirements.

Starting salary range is from \$96k to \$120k based on qualifications and experience. Completed applications and resumes, must be submitted on or before July 16, 2018. Resume cannot be accepted in lieu of required application.

For application information, please contact Kathi Bryant in the Human Resource Office at (251) 434-2321 or e-mail kbryant@mobilehousing.org

Mobile Housing Board is an Equal Opportunity Employer