



Job Opportunity

Deputy Director

Organization: Little Rock Housing Authority d/b/a Metropolitan Housing Alliance [MHA]

Title of Position: Deputy Director

Salary: TBD

Position Type: Full-Time/Salaried/Exempt

Closing Date: Until filled

Hours: Mon.– Fri./ 8:00 am – 5:00 pm

Location:

100 Bruce T Moore Way
Little Rock, AR 72201

SUMMARY

This position is directly responsible to the Executive Director and is a key member of MHA’s senior management team. This position works with the Executive Director in developing and managing programs to achieve the “Agency” vision and ambitious goals. This is a highly responsible administrative and functional leadership position involved in the planning, coordination, and management of Metropolitan Housing Alliance’s operations. The Deputy Director supervises the Occupancy Staff, site coordinators, and HCV staff. Work is performed in coordination with the Executive Director and other department heads, but with a high degree of independence within broad policy statements established by the Housing Alliance and the Department of Housing and Urban Development. Metropolitan Housing Alliance’s mission is to build and maintain decent, safe, sanitary and affordable housing for the eligible citizens of the City of Little Rock, AR. Incumbent provides direction, leadership, and resources in order that the mission of the Agency is achieved through the collective effort of Agency employees and community partnerships with public, private and non-profit entities. The Deputy Director will assist the Executive Director in all phases of the overall management of the Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assists with supervision of staff, interprets laws and federal regulations into policies/procedures.
- Develops and supervises continued occupancy standards.
- Counsels with personnel concerning problems and provides problem resolution for Housing related complaints.

- Supervises the executive board process.
- Assists with personnel issues.
- Develops staff training programs.
- Handles marketing activities, assists the Executive Director with public relations programs
- Prepares, consults, and advises on grant application preparation, assists with Capital Grant fund budget administration.
- Participates in the annual 5-year plan process, assists with financial budgets for grants, modernization, operating budget, and coordinates various special events for the Authority.
- Ensures that agency and specific departmental goals are achieved or exceeded through the coordinated efforts of MHA employees; ensures that subordinate directors, managers and employees are cognizant of MHA's goals and contribute to achieving them.
- Participants in land acquisitions; consults with engineers, architects, Federal officials, City officials, contractors, Authority personnel and others to accomplish development.
- Serves as Deputy Director in areas assigned by Executive Director, including serving as the Executive Director in his/her absence.
- Performs other related duties.

EDUCATION and/or EXPERIENCE

Minimum of (5) years of management experience that includes interpreting laws and regulations, supervision of non-exempt and exempt employees and project management. Must demonstrate working knowledge of accounting and human resources. A Bachelor's degree in Business or Public Administration from an accredited four year college also required. Must demonstrate exemplary written and verbal communication skills. Knowledge of HUD Public Housing Programs and regulations preferred.

KNOWLEDGE/SKILLS/ABILITIES

Must possess extensive knowledge of the laws, rules, and regulations governing federal and State of Arkansas public housing; knowledge of maintenance operations and the capital fund program; experience working with people of various socio-economic backgrounds. Should possess extensive knowledge of real estate development transactions. Must possess exceptional influential, collaboration, interpersonal, and conflict management skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

BENEFITS

- Medical/Dental/Vision Benefits
- Basic Life Insurance & Supplemental Insurance
- On-site Fitness Center & Wellness Program
- Retirement Plan
- Employee Assistance Program
- Tuition Assistance Opportunities

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.