



HOUSING BOARD DEPUTY EXECUTIVE DIRECTOR

Class Code:
18945

Bargaining Unit: N/A

MOBILE COUNTY PERSONNEL BOARD
Established Date: May 6, 2008

KIND OF WORK:

This is responsible complex administrative work in the oversight, planning, development, implementation, administration and evaluation of Housing Board and affiliate operations.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Initiates and develops programs for the training and development of personnel, for reporting and communication systems and for project improvement and development; coordinates the preparation of operation reports and funding applications to various governing agencies and public/private funding sources; gives direction and guidance to all divisions and departments; makes decisions affecting administration and fiscal management of projects and programs of the Mobile Housing Board; prepares budgets, master schedules, time schedules, cost control data and production goals; reviews budgets, financial statements, cost data and production schedules; coordinates planning and budgeting between divisions, departments and grant programs; keeps the Director and Board informed by special oral and written reports; attends meetings of the Board, civic clubs, resident groups and interested citizens; confers with attorneys, architects, consultants, engineers and contractors; acts as contracting officer for the Board and the Director; performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration, public administration or a related field and a minimum of five years' increasingly responsible experience in the administration, finance, development and management of multi-family housing and single family housing or closely related field; or a combination of education and experience equivalent to these requirements.

ESSENTIAL REQUIREMENTS OF THE WORK:

Comprehensive knowledge of the principles of fiscal and organization management; thorough knowledge of public housing and community development programs; thorough knowledge of Federal, State and local laws, rules and regulations for public housing and community development; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with public officials, consultants, other employees and the general public.

SPECIAL REQUIREMENT:

Must possess or obtain within one year from date of employment a Housing Manager certification, as accepted by the Department of Housing Urban Development(HUD).

DISTINGUISHING FEATURES OF THE WORK:

An employee in this class serves as the Chief Operating Officer and is responsible for assisting the Executive Director in providing oversight and direction for the Housing Board various operating divisions and departments. Work is performed under the general direction of the Housing Board Executive Director in accordance with established guidelines and procedures with considerable latitude for the exercise of independent judgment. Supervision is exercised over subordinate personnel. The Mobile Housing Board Deputy Executive Director assumes the duties and responsibilities of the Executive Director in the latter's absence.

WORKING TEST PERIOD (WTP):

1 year