

DEPUTY EXECUTIVE DIRECTOR FOR LEASED HOUSING

CHARACTERISTICS OF THE WORK

Under administrative direction, performs managerial and administrative work of exceptional difficulty.

Responsible for planning, directing and coordinating activities related to the Housing Choice Voucher Programs.

Supervision of subordinate staff.

Performs related work as required.

EXAMPLES OF THE WORK

Assists in the formulation of agency goals and objectives, and works to ensure proper staffing, structure and training to meet those goals.

Leads a large team to administer over 11,000 Housing Choice Vouchers throughout the metro area, including tenant-based, Project-Based, and special purpose vouchers.

Responsible for compliance with all local, state, and federal rules and regulations governing the Housing Choice Voucher program.

Innovates programs to help serve more Louisville residents and community partners with better customer service.

Works to improve efficiency of current essential processes for the Housing Choice Voucher Program, including voucher issuance; lease-up; reexamination of income and family composition; inspections; and terminations.

Evaluates grant opportunities as they become available, working with staff to complete applications for selected opportunities in a timely manner.

Expands partnerships with mission-based housing groups to provide more housing with supportive services.

Guides a large team through organizational change and technological upgrades.

Meets regularly with LMHA senior leadership, HUD officials, and community partners to ensure proper communication and build relationships across departments and with external entities.

Represents and acts as Executive Director when assigned to do so.

Prepares various reports and resolutions to the Board of Commissioners.

Supervises subordinate staff, including housing specialists, rental assistance monitors, the operations team, and other support staff.

Works closely with the LMHA compliance team and outside counsel to guarantee LMHA meets all necessary rules and regulations; implements required operational changes in a timely and efficient manner.

Works closely with the Moving to Work (MTW) coordinator to evaluate current MTW activities for effectiveness and to craft proposed activities to aide in the administration of the Housing Choice Voucher Program.

KNOWLEDGE, ABILITIES, AND SKILLS NECESSARY TO THE WORK

Knowledge of public administration principles.

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KNOWLEDGE, ABILITIES, AND SKILLS NECESSARY TO THE WORK (cont'd)

Knowledge of agency policies and regulations.
Knowledge of record-keeping laws and regulations.
Ability to interpret policy.
Ability to coordinate and delegate responsibilities.
Ability to resolve employee complaints.
Ability to maintain confidentiality as appropriate.
Ability to meet time tables and deadlines to accomplish goals and objectives.
Ability to listen, understand and interpret.
Ability to make sound decisions.
Ability to plan and organize.
Ability to exercise good judgment.
Ability to make a positive personal impact.
Ability to maintain reports and records.
Skill in observation.
Skill in oral and written communications.
Skill in tact and diplomacy.
Ability to represent LMHA at meetings, including occasionally on evenings and weekends.

MINIMUM REQUIREMENTS

Bachelor's degree in Business Administration, Sociology, or a related field.
Five-(5) years of experience working with a Housing Choice Voucher program.
Strong track record of successfully managing large teams, experience guiding teams through reorganizations a plus.
Knowledge of HUD rules and regulations.
Experience with Moving to Work agencies a plus.
Experience with Yardi software a plus.
An equivalent combination of training and experience may be substituted.