



Colorado Springs Housing Authority
An Equal Opportunity Employer

JOB ANNOUNCEMENT

Posting Date: **July 13, 2018**

Closing Date:

HOUSING AUTHORITY

OPEN COMPETITIVE

Deputy Director

Salary Range: **\$44.25 – 55.50 / hour**

FLSA Status: **Exempt**

JOB SUMMARY: In this position you will direct, manage and coordinate the operational functions of the Housing Authority to include coordination of assigned activities with internal departments and outside agencies; and to provide highly responsible and complex administrative support to the Executive Director. Assumes management responsibility for assigned services and activities; including providing direction to staff responsible for oversight of managed and maintained assets, Section 8 Program, Eligibility, and their respective grants and loan portfolios; administer funding programs of Housing Authority grants. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures regarding Public Housing ACOP, Multi-Family Administrative Plan and the Section 8 Administrative Plan. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend within departmental policy appropriate service and staffing levels. Acts as primary in the review and resolution of tenant issues.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with major course work in finance, public administration, business administration or a related field. Public Housing Manager Certification/Property Manager Certification. Significant high-level management experience in a Public Housing Authority or similar entity.

DESIRABLE QUALIFICATIONS: Five to seven years of increasingly responsible experience in the operation of a Housing Authority (Section 8, Public Housing, HOME, CDBG, or other subsidized housing program) including three years of supervisory responsibility. Affordable Housing Development experience.

Note:

1. The Housing Authority is independently governed by a Board of Commissioners and, as a result, individuals employed by this agency are not employees of the City of Colorado Springs.
2. This position is engaged in the performance of work funded by a federal grant subject to the requirements of the Drug Free Workplace Act of 1988.
3. Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview.

For more information about Section 3 requirements, please go to <http://www.hud.gov/offices/fheo/section3/section3.cfm>.

Submit Resume, Cover Letter and a One Page Writing Sample to:

Housing Authority Human Resource Department
PO Box 1575 MC 1490
Colorado Springs, CO 80901-1575
Fax: 719-632-7807
Humanresources@csha.us

**For additional information relative to the PHA size and programs please visit CSHA.us.*