

ASSISTANT EXECUTIVE DIRECTOR

Housing Authority of the City of Bayonne, New Jersey, United States.

Description

Responsibilities currently include the co-administration, planning, directing and monitoring the activities and operations of approximately 1,300 conventional family/disabled/senior public housing units, 260 non-federal, affordable housing units, 300 Housing Choice Vouchers and pending redevelopment activity. Submit cover letter with salary expectations, resume and application to John Mahon at jmahon@bayonneha.org. A detailed job description and required employment application can be obtained at bayonneha.org/jobposting. Position open until filled. ADA/EOE

Requirements

Minimum 7 years senior supervisory experience with HUD Programs and/or HUD-related affordable housing; extensive HUD regulatory and budgetary knowledge; understanding of NJ redevelopment law & NJ Tenant/Landlord law; excellent written and verbal communication skills; minimum 4 year degree from accredited educational institution in public administration or field related to the position; proof of Certified Public Housing Manager certification or ability to obtain within 18 month; valid driver's license is preferred.

Location: Bayonne, New Jersey

Position Title: Assistant Executive Director

Company Name for Job: Housing Authority of the City of Bayonne

Category: Employment Ad

Job Type: Full-Time

Job Duration: Subject to Contract

Min. Experience: 7 years

Required Travel: If needed

Salary: Submit Salary Expectation with Cover Letter, Application & Resume

HOUSING AUTHORITY OF THE CITY OF BAYONNE

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Commissioners



P.O. Box 277
Bayonne, NJ 07002
TTD/TTY: 201-339-5283
Phone: 201-339-8700
Fax: 201-436-0990

JOHN T. MAHON
Executive Director/Secretary
PATRICIA MADISON
Assistant Executive Director
RAFF, MASONE & WEEKS, P.A.
Counsel

Job Description

ASSISTANT EXECUTIVE DIRECTOR

Definition:

Reports directly to the Executive Director (E.D.) and works with the E.D. to plan, direct, administer and monitor the operations of the Bayonne Housing Authority (BHA) conventional family and senior/disabled public housing communities, non-federal, affordable housing development(s), Housing Choice Voucher Program (HCVP), which includes Mainstream vouchers, as well as future programs that may include Rental Assistance Demonstration (RAD) and Low Income Housing Tax Credits (LIHTC); interacts with representatives of the Dept. of Housing and Urban Development (HUD) and State of New Jersey, elected officials, and community partners.

Note: The examples of work for this title are for illustrative purposes only. It is not intended to be a complete list of all duties performed.

Examples of Work:

- Frequently reviews HUD's Public and Indian Housing (PIH) Notices to ensure that the BHA is in compliance with HUD regulations;
- Monitors the New Jersey Legislature website for new laws and policies affecting the housing industry and employers;
- Drafts policy and procedure revisions and based upon new laws, regulations and guidance and updates the Admissions and Continued Occupancy Policy (ACOP), Administrative Plan, Agency Plan/Capital Fund, Personnel Manual, and all other policies accordingly;
- Supervises the legal aspects of tenancy matters to ensure successful outcomes, serves as a Hearing Officer when required, and reviews tenancy attorney invoices for accuracy of billing cases, notices and other legal actions;
- Monitors all components of HUD's Public Housing Assessment System (PHAS), Uniform Physical Conditions Standards (UPCS), Section 8 Management Assessment Program (SEMAP), and Housing Quality Standards (HQS), National Standards for the Physical Inspection of Real Estate (NSPIRE), and regularly discusses with supervisory and subordinate staff how to best achieve and/or maintain the highest standards;

- Reviews with supervisory staff various HUD reports from the Enterprise Income Verification System (EIV) including but not limited to income discrepancy, dual subsidy, deceased tenant reports, etc. and provides direction to improve staff performance;
- Investigates alternate financial resources such as Notices of Funding Availability (NOFAs), grants, etc., makes recommendations to the E.D. for submittal, prepares and submits grants and applications, and is responsible to ensure that all required reporting is submitted in a timely manner;
- Works with the E.D. on strategies and processes to develop mixed-finance projects utilizing Low Income Housing Tax Credits (LIHTC), Rental Assistance Demonstration (RAD) and/or other programs to develop new housing communities or rehabilitate existing housing;
- Reviews and approves 504/ADA reasonable accommodation requests in compliance with Fair Housing regulations and BHA policy;
- Serves as the Certifying Officer for the State Public Employee Retirement Systems (PERS), the New Jersey State Pension and Health Benefits Program (SHBP), acts as the BHA's Human Resources Officer and participates in Risk Management meetings;
- Attends Board of Commissioners meetings and prepares memorandums, informational documents, resolutions, etc., and reviews meeting minutes;
- Prepares and submits applications for reimbursement to the Federal Emergency Management Agency (FEMA) for damages caused by a federally declared emergency and coordinates with New Jersey Emergency Management personnel for funding;
- Works with staff to design and draft the annual BHA calendar to distribute to tenants;
- Conducts staff meetings in coordination with executive and senior level supervisors;
- Recommends professional training opportunities for various positions, as well as participates in relevant training;
- Perform other duties as required.

Responsibilities:

It is the responsibility of the Assistant Executive Director to monitor, direct and execute all policies and programs in a professional manner displaying extensive and thorough knowledge of HUD regulations and NJ law applicable to operations, human resources and redevelopment activities. It requires:

- Working with the E.D. to plan strategies, policies and procedures to achieve and maintain the highest standards of physical and financial performance that prioritize operational effectiveness, resident safety, and financial viability;
- Recommending improvements to enhance the overall management and maintenance of the organization which may require the re-evaluation of current procedures and business practices;
- Providing leadership, guidance and support to staff while effectively communicating performance and conduct standards which may require recommending professional development training and/or progressive disciplinary measures;

- Monitoring Capital Fund allocations to ensure timely obligations & expenditures while seeking additional sources of funding through grants and other financial opportunities;
- Evaluating compliance with HUD regulations, NJ law and BHA policy regarding various programs, such as Public Housing, Housing Choice Voucher (Section 8) Program, Low Income Housing Tax Credits (LIHTC), Rental Assistance Demonstration (RAD), Multifamily and other affordable housing platforms;
- Overseeing procurement activities, engaging in contract administration, and monitoring Section 3 requirements;

Knowledge and Abilities:

- Excellent organizational and leadership abilities;
- Exceptional written and verbal communication skills;
- Extensive knowledge of HUD regulations governing the Public Housing and Housing Choice Voucher (Section 8) Programs, as well as other affordable housing programs;
- Knowledge of Multi-Family, Low Income Housing Tax Credit (LIHTC), Rental Assistance Demonstration (RAD) and/or general housing industry best practices;
- Ability to analyze data and prepare reports on operational performance;
- Must have the ability to supervise staff and apply progressive disciplinary actions;
- Strong auditing and quality control/assurance skills;
- Proficiency in MS Office and various business software;
- Ability to read, write, speak, understand, and communicate in English.

Requirements:

- Must possess a four-year, college degree from an accredited educational institution in public administration or in a field related to the position;
- Must have a minimum of seven (7) years of senior supervisory experience with HUD Programs and/or HUD-related housing regulations;
- Must have extensive experience with a variety of affordable housing programs, including but not limited to, Low Income Housing Tax Credits (LIHTC), Rental Assistance Demonstration (RAD), public housing administration, Housing Choice Voucher Program, Capital Fund, NJ redevelopment law, NJ Landlord/Tenant law, etc.
- Possession of a valid driver's license is preferred.
- Must provide proof of Certified Public Housing Manager and/or Certified Housing Choice Voucher management certifications or possess the ability to obtain such certifications within eighteen (18) months upon hire.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.