

Deputy Director of Administration

The Housing Authority of the City of Columbia, SC (CHA) seeks a Deputy Director to serve as the supervisor of the Administration department. This position will report to the Executive Director and will provide legal and administrative guidance to the executive staff on all matters that affect CHA. The successful candidate will be responsible for ensuring that CHA follows policies and legal guidelines. He or she will also work with the executive team to ensure that CHA is always in compliance with HUD and State laws.

Nature of Work

This is highly responsible executive work involving the oversight and coordination of legal transactions and administrative activities for CHA. Activities associated with the job include providing leadership and direction of legal matters, serving as an agent of the authority in legal transactions, addressing legal matters pertaining to administrative operations and participating in negotiations and drafting contracts for professional services. Additional activities include providing staff with legal counsel in the resolution of human resource matters, coordinating Section 504 Compliance and Fair Housing concerns, coordinating and overseeing resident grievance hearings and representing CHA in litigation. Job related duties require extensive legal experience, possession of a J.D., license to practice law in the State of South Carolina, extensive knowledge of federal and state laws pertaining to Housing Authority operations and related activities, extensive knowledge of established Housing Authority operational policies and procedures, supervisory experience and excellent analytical, interpersonal, organizational and decision making skills. Job performance is evaluated through the review of the level of assistance provided for legal issues and concerns, knowledge of federal and state statutes pertaining to CHA operations, effectiveness of legal counsel and advice and analytical, organizational, management, interpersonal and decision making skills.

Illustrative Examples of Work

- Provides leadership and direction on legal matters which arise as CHA carries out its mandates as a lending fund administrator, contract negotiator, and landlord, leasing agent, developer, employer, redevelopment agency and Housing Authority.
- Serves as the agent of CHA in a variety of legal transactions pertaining to organizational operations as directed by the Executive Director.
- Addresses legal matters pertaining to administrative operations, construction and real estate transactions, human resource and employment matters, assisted housing and affordable housing laws, procurement practices, tax credits, bond financing and landlord-tenant laws.
- Provides legal analysis and advice to operation departments on issues involving internal affairs, directors, officers and Housing Authority personnel.
- Assists with drafting operational policies, legal memoranda, correspondence and reports as required.

- Coordinates all matters pertaining to Section 504 Compliance, Fair Housing, Americans with Disabilities Act (ADA) and Section 3 compliance.
- Oversees construction litigation and represents CHA in resolving construction development issues and contractual disputes.
- Coordinates the Housing Authority's informal hearing and grievance hearing processes and procedures for resident related issues.
- Provides staff with counsel in the resolution of human resource matters including disciplinary actions, terminations, grievances, workers compensation, benefits, etc.
- Reviews and assists with resident issues pertaining to eligibility, lease terminations, denial of assistance, eviction proceedings, etc.
- Attends Board of Commissioner Meetings, departmental meetings, resident meetings, etc. as needed to provide information and guidance on legal issues and related matters.
- Represents CHA in litigation related to administrative hearings, magistrate and civil court proceedings, etc. including legal issues handled by outside counsel.
- Supervises and directs the activities of administrative support staff.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in public administration, business administration or related field; completion of a Doctorate of Jurisprudence from an accredited college or university; licensure to practice law in the State of South Carolina; member in good standing South Carolina bar, extensive knowledge of HUD rules and regulations pertaining to affordable housing programs; extensive knowledge of employee relations and labor laws and regulations and handicap accessibility statutes; extensive knowledge of established Housing Authority operational policies and procedures; excellent analytical, organizational, interpersonal and decision making skills; or any equivalent combination of education or experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of the current regulations governing the management and operation of a public housing authority including traditional public housing, homeownership, Housing Choice Voucher programs and related social service programs.
- Extensive knowledge of Section 504 and Section 3 compliance requirements and the American with Disabilities Act (ADA) rules and regulations pertaining to accessibility standards for public offices and publicly funded housing units.
- Extensive knowledge of the functions, structure and operating policies and procedures of CHA.
- Extensive knowledge of financial reporting requirements, auditing and review standards including the Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP).
- Extensive knowledge of the South Carolina Landlord Tenant Law as amended.
- Extensive knowledge of property management methods, techniques and practices including housing application procedures, eviction proceedings, grievance hearings, etc.

- Extensive knowledge of labor relations and employment related statutes and regulations including Equal Employment Opportunity laws, the Fair Labor Standards Act as amended, OSHA guidelines, workers compensation regulations, etc.
- Extensive knowledge of Housing Authority procurement and purchasing policies and procedures including the drafting and negotiation of contracts for professional services, construction projects and related activities.
- Extensive knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation, training and discipline and/or discharge of staff.
- Considerable knowledge of housing construction practices and methods including applicable housing and life safety codes and standards, excavation and development of property, available materials, etc.
- Considerable knowledge of federal, state and local homeownership initiatives and programs including the utilization of Tax Credits, HOME program regulations, available grants, public/private partnerships, down payment assistance programs, mortgage options, etc.
- Ability to establish and maintain effective working relationships with staff members, community leaders, regulatory agency administrators, local officials, residents, lawyers, and the Board of Commissioners.
- Ability to effectively plan, assign and supervise subordinates engaged in the functional responsibilities of CHA and other Housing Authorities as warranted.
- Ability to research and compile essential data relating to housing management issues, prepare clear and concise reports and develop and implement effective operational policies and procedures.
- Ability to implement and conduct trainings on Housing Authority laws and policies for Housing Authority staff and as a representative to outside agencies.
- Ability to develop sound accounting and management systems and programs and make effective, timely and appropriate management decisions.
- Skill in communicating effectively with individuals from a variety of socio-economic and ethnic backgrounds.
- Skill in the use of computer hardware components and software programs including proprietary, word processing, spreadsheet, power point and database management applications.
- Ability to handle high volume, high priority tasks simultaneously.

Necessary Special Requirements

- Possession of a valid South Carolina driver's license.
 - Must obtain Rule 403 trial certification within one (1) year of employment.
- Salary based on experience and education. This position is open until January 11, 2019. Submit a cover letter and a resume to Cindy Godbey Director of Human Resources, Columbia Housing Authority 1917 Harden Street, SC 29204.