



**KNOX COUNTY HOUSING AUTHORITY  
POSITION DESCRIPTION**

**TITLE:** ASSISTANT DIRECTOR

**STATUS:** EXEMPT

**REVISED:** 08/11/2015

**SALARY:** \$50,000—\$62,500 Commensurate with Experience

**REPORTS TO:** Executive Director

**SUPERVISION EXERCISES:** Oversees all staff

**JOB SUMMARY:**

This is highly responsible administrative and supervisory work assisting the Executive Director in directing and coordinating the operations and programs of the Housing Authority. The employee is responsible for supervising management staff, interacting with residents and resident organizations, and developing, implementing, and monitoring programs for the efficient administration of the Authority's services. Work includes making decisions involving policy interpretation or exercising independent judgment within the framework of established policy, procedures, and laws. Performance of the duties requires the application of executive skills, considerable public relations skills, and the exercise of initiative, tact, and independent judgment. Direct supervision is exercised over the Housing Managements Resident Services, Modernization, and Maintenance departments. Acts in the role of Executive Director during his/her absence.

**Essential Job Functions:**

1. In conjunction with the Executive Director, coordinates overall program planning, evaluation, and budgeting.
2. Ensures that the Authority's policies and procedures, as well as HUD requirements and guidelines, are being observed in the day-to-day activities of the Occupancy, and Housing Management functions.
3. Oversees rent collection and related procedures to ensure compliance with Authority policy; follows up on delinquent collections; initiates evictions as required under Authority policy.
4. Investigates and secures evidence of suspected lease violations of all types and

- takes appropriate action; represents Housing Authority in court as necessary.
5. Hears complaints and concerns, refers to the Executive Director as necessary.
  6. Assists in planning and implementing safety and security programs; promotes resident involvement and serves as liaison with local law enforcement.
  7. Supports resident organizations; secures resident input into decisions directly affecting the neighborhood; promotes resident volunteer programs.
  8. Establishes standards and procedures which are in accordance with generally accepted accounting and auditing standards; develops controls for assuring compliance with established policy and procedures.
  9. Insures that various reports are prepared and sent to HUD as directed by the Executive Director.
  10. Seeks to locate residents who vacate without notice, particularly when outstanding obligations exist.
  11. Investigates and secures evidence of suspected lease violations of all types and takes appropriate action; represents Housing Authority in court as necessary.
  12. Prepares and plans for modernization and other capital improvement projects.
  13. Stays abreast of public housing matters through careful study of HUD regulations, laws, ordinances, and publications related to public housing.
  14. Researches new programs and sources of housing assistance funds; evaluates prospects.
  15. Maintains positive public relations profile by participating in various advisory committees and professional organizations; attends public meetings as the Authority's representative.
  16. Represents the Housing Authority in meetings with HUD representatives, federal, state, and local officials, consultants, residents, and the general public.
  17. Performs related tasks as required/requested.

**Required Knowledge and Abilities:**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners or as set forth by HUD regulations.
3. Knowledge of the objectives, programs, budgetary needs, and organizational structure of the Housing Authority.
4. Knowledge of the local, state, and federal laws governing public and other

### **Required Knowledge and Abilities (continued)**

5. subsidized housing programs including health and fire regulations, landlord/resident relationships, leasing of property, and evictions.
6. Knowledge of the laws and regulations governing bonded indebtedness, handling of bids, and the preparation and execution of contracts and agreements.
7. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.
8. Knowledge of report preparation techniques and procedures, and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
9. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
10. Knowledge of the principles of resident selection, buildings and grounds maintenance, housing management, and CFP functions.
11. Knowledge of community/social services available locally and through state and federal agencies and/or funding sources.
12. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
13. Ability to plan, organize, and develop a variety of operational and management programs and procedures.
14. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
15. Ability to orient other workers and to explain organizational policies, rules, regulations, and procedures.
16. Ability to evaluate performance of subordinates accurately, correct deficiencies, and to guide, replace, and assign personnel.
17. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
18. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
19. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.

**Physical Requirements:**

Ability to physically access all units, common areas, and grounds is desirable, although not essential.

**Minimum Education, Training, and/or Experience:**

Appropriate earned undergraduate or post-graduate degree will be preferable, two years experience in management experience, preferably with a housing authority, potential for strong management and communication skills, but appropriate combination of education and experience may be considered a substitute.

**Special Requirements:**

1. Capable of being certified as a Public Housing Manager within 12 months of date of employment.
2. Possession of a valid driver's State of Illinois license.
3. Able to be covered under the Housing Authority's fidelity bond.