



POSITION POSTING

Deputy Director Howard County Housing Commission Howard County, Maryland

Position Description

The Howard County Housing Commission (HCHC) is seeking a Deputy Director, a new position created to assist the Executive Director in planning, managing, and overseeing the operations, services, and programs of HCHC, and to act as the principal financial strategist.

Background – The Howard County Housing Commission

The Howard County Housing Commission administers critical housing assistance programs for lower-income families in Howard County, Maryland. HCHC is dedicated to providing safe, quality, affordable and sustainable housing opportunities for low and moderate income families who live or work in Howard County, and to assist them in moving toward economic independence.

Pursuant to the U.S. Housing Act of 1937, federally assisted public housing has been created by local jurisdictions as authorized by state statutes. HCHC is governed by a seven-member Board of Commissioners appointed by the County Executive and confirmed by the County Council.

HCHC develops, owns, and operates almost 2,000 mixed-income units throughout Howard County. These units have been created with a wide-variety of sources, including low-income housing tax credits, HOME and CDBG subsidies, bonds issued by HCHC, private bank financing, and Maryland affordable housing capital programs. Operations are generally supported by this portfolio and by development fees. Although HCHC is a Public Housing Authority, it does not own or operate public housing. It does, however, administer the Housing Choice Voucher program (also known as HCV or Section 8 rental assistance) for the County. The HCV program consists of approximately 750 vouchers with a large number of additional “port-in” vouchers.

Responsibilities

The Deputy Director reports to the Executive Director and assists in the administration of the day-to-day operations of HCHC through implementing policy and supervising assigned staff, and serving as the acting Executive Director in his or her absence. The Deputy Director will serve as a key advisor to the Executive Director, Senior Management team, and the Commission Board, providing financial expertise and strategic planning advice.

- a. Oversee the Finance Department – Provide financial advice regarding the operations of HCHC.
 - i. Review and approve all financial statements, including audits, monthly statements, and cash flow analyses.

- ii. Provide reports summarizing current and projected future financial status, including balance sheets, income statements, and cash flow analyses.
 - iii. Search for and implement technological improvements to HCHC's electronic financial systems that can reduce inefficiencies in accounting and compliance.
 - iv. Working with staff and the external auditors, review HCHC's annual audit and provide necessary comments and corrections.
 - v. Oversee preparation of annual budget for HCHC and its affiliates.
- b. Oversee Office Management – At a supervisory level, responsible for ensuring the day-to-day smooth running of the office, including:
- i. Job descriptions, recruitment, hiring, training, discipline, and termination.
 - ii. Performance evaluation policies and timely completion of performance evaluations.
 - iii. Other personnel matters as they arise.
 - iv. Office operations, including equipment, rent, utilities, other bills, record retention policies, filing (both hard copy and electronic), and data storage.
 - v. HCHC's role as landlord to subtenants in the Nonprofit Collaborative.
 - vi. Office systems and floor plans.
 - vii. Office policies and procedures
- c. At Executive Management level, depending on experience, oversee either:
- i. The Housing Choice Voucher Division. Working with the Chief of the Program:
 1. Ensure maximum utilization of vouchers.
 2. Ensure program voucher payments are within program budget.
 3. Review and approve annual program budget.
 4. Ensure program operational expenses are within program budget.
 5. Ensure reports submitted to HUD are timely and accurate.
 6. Seek out technological improvements that can be used to reduce program operating costs.

Or

- ii. The Asset Management Division. Working with the Chief of the Program:
 1. Ensure that operations at HCHC's developments run smoothly and provide high-quality and safe housing to residents.
 2. Ensure that HCHC's affordable units comply with all applicable laws, regulations, and rules.
 3. Ensure that HCHC's portfolio maximizes revenues to HCHC.
 4. Review regular reports, including reports to the ED and the Commission, regarding the status of HCHC's developments.
 5. Oversee other real estate owned by the Commission.

Qualifications

The successful candidate for the position of Deputy Director will have previous experience in financial planning and reporting for an operating real estate entity, office management and the housing choice voucher program or residential property asset management, with strong organizational abilities, including planning, delegating, program development, and directing staff. Transparent and high integrity leadership qualities to maintain teamwork and staff morale are required, as well as strong written and oral communication skills, including listening to and communicating with diverse groups. HCHC seeks candidates with a strong work ethic, high energy, and a reputation for a high degree of professional courtesy, empathy, and affordable housing program participants.

The Deputy Director must have knowledge of:

- The preparation of financial statements and financial planning best practices for a real estate entity.
- The elements of office management, including business and management principles involved in strategic planning, resource allocation, human resources, and leadership techniques.
- Federal, state and municipal laws and regulations governing the Housing Choice Voucher program or affordable rental housing programs.
- Trends and best practices in the Housing Choice Voucher program or mixed-income housing asset management.
- Local government and community organizations and resources and low and moderate-income housing needs.
- Work-related computer applications.

The Deputy Director must have skills and abilities to:

- Communicate effectively using several media.
- Plan, organize and review the work of professional and support staff.
- Train staff and support professional development.
- Administer budgets and anticipate future budget needs.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Prepare detailed written reports, correspondence and proposals.

Minimum Qualifications

- a. Graduation from a four-year college with major coursework in public administration, planning, finance, social sciences or closely related fields.
- b. Three years of progressively responsible administrative experience which has included at least one year of managing staff.
- c. Ability to travel to various locations within the Howard County metropolitan area with a valid driver's license and satisfactory driving record.
- d. Ability and willingness to travel occasionally to attend conferences and training events across the nation.

Compensation

The projected compensation range for this individual will be competitive and in accordance with the pay grade system of HCHC and the background and experience of the selected candidate. HCHC's employee benefits are provided through Howard County and include Medical, Dental, Life/Accidental Death and Dismemberment coverage, optional short-term disability insurance, and a tax-deferred savings retirement program.

Non-Discrimination

HCHC firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other legally protected categories.

Application Process

Please email a cover letter and resumé to careers@househoward.org.