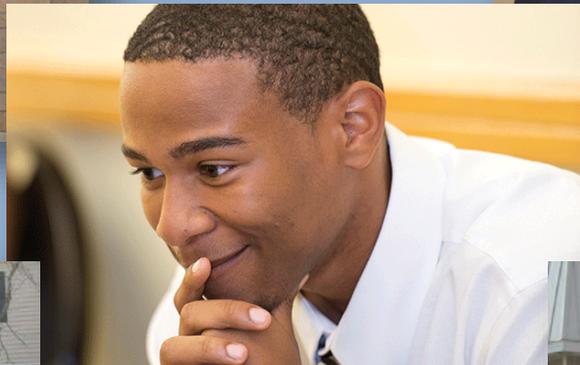
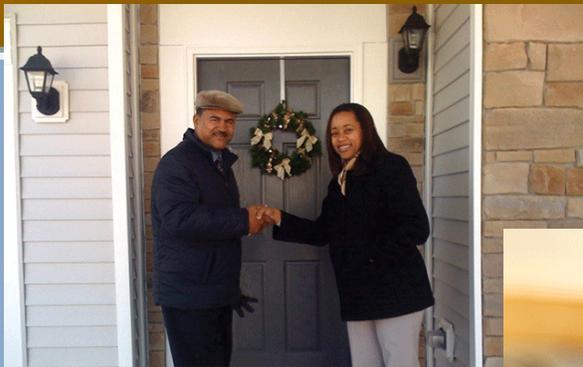




Deputy Operations Officer
Durham, NC



Gans, Gans & Associates

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Since 1949, the Housing Authority of the City of Durham has endeavored to increase its housing stock in order to better help those requiring housing assistance. The Housing Authority, through its various programs, which include Conventional Public Housing, Homeownership (Turnkey III) and Leased Housing (Section 8), is providing housing assistance to approximately 4,000 households, with a total of nearly 10,000 persons. The housing authority owns and manages 22 projects which contain 1,845 affordable rental units. It also administers 2,734 Section 8 housing vouchers.

Superior Level of Service

The Mission of the Durham Housing Authority is to be a leader for affordable housing in Durham County by serving as a housing safety net, promoting individual self-sufficiency, leveraging core housing competency to support DHA's mission, managing real estate and facilitating and participating in mixed income housing development.

The Vision of the Durham Housing Authority for the year 2021 is that Durham becomes a model community for affordable housing with a diverse housing portfolio for moderate and low income families, a quality housing safety net for temporary, transitional and special populations and new developments with affordable housing choices. By 2021, we envision the Durham Housing Authority as a premier public real estate holding company and the affordable housing provider of choice.

Position Summary

The Deputy Operations Officer plans and directs the daily management of the Authority's housing program, including its Public Housing Program, maintenance operations, and public housing units owned by third party partners; low income tax credit complexes under contract with third party owners/partners; RAD units; and market rate housing. Advises the Chief Executive Officer on policy issues and effectively supervises the implementation of Authority and federal policy. Operates under the direct supervision and general administrative direction of the Chief Executive Officer (CEO) with significant independence. Provides direct and indirect supervision to assigned professional, technical, and clerical personnel. Direct supervision and general direction is exercised over the Resident Services Manager, and Senior Property Manager who are responsible for the day-to-day operation, administration, and maintenance of each housing development within the program and related program services. In addition, similar supervision is exercised over Property Managers concerning initial and continuing applicant eligibility for public housing programs.

Essential Duties and Responsibility

- Oversee all aspects of the administration of the Authority's Public Housing and tax credit program, including the maintenance of those housing developments.
- Develop goals and schedules for program implementation, in consultation with the CEO.
- Keep abreast of federal law affecting the program and rental housing, regulations and directives issued by the U. S. Department of Housing and Urban Development (HUD) and memorialize such changes in written agency policy documents.
- Review and revise both the Public Housing Policy and Procedures Manual, train staff on all changes, and monitor implementation.
- Analyze program effectiveness, and recommend program changes to the CEO.
- Train and/or coordinate the training of assigned personnel on basic program components, changes, and special programs.
- Supervise and monitor staff activities relating to program administration; prepare periodic reports to HUD, the board of Commissioners, the Chief Executive Officer.
- Form working relationships with local social service agencies and providers, law enforcement officials and resident groups.
- Responds to general inquiries from participants, prospective participants and the general public.
- Carry out special projects as assigned by the CEO.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to assigned programs. Advise CEO, in a timely manner, on necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the CEO regarding program and management and operational issues and other department-wide matters.
- Review and prepare draft Authority comments on proposed federal, state and local regulations and their prospective impact on rehabilitation and other departmental programs. Suggest alternative courses of action, as applicable.
- Development of department policies and procedures implementing federal, state, and local directives and statutes; and, as applicable, procedures for department activities and programs.

- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work. Hold and conduct regular staff meetings.
- Participate in the selection of staff.
- Make presentations to the Board of Commissioners and other bodies, as requested.
- Facilitate the coordination of RAD conversion of the DHA housing portfolio

Other Job Functions

- May act as CEO in his/her absence, as assigned.
- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of HUD, and other federal, state, and local policies, procedures, and regulations related to the operation of a public housing authority
- Knowledge of the principles and practices of management and supervision
- Knowledge of the principles and practices of communication
- Knowledge of the principles and practices of budgeting and budget administration
- Knowledge of report preparation techniques
- Knowledge of the principles and practices of accounting and finance
- Knowledge of federal state and local laws and regulations related to personnel including EEO, labor relations, FLSA, COBRA, Workman's Compensation, ADA, and FMLA
- Ability to plan, organize, and assign routine work and special projects to meet organizational goals
- Ability to develop and establish effective working relationships with employees, officials, and the public
- Ability to compile or direct compiling of data for the preparation of reports
- Ability to analyze reports and data, and formulate recommendations
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements
- Ability to anticipate potential problems and needs to develop and initiate appropriate corrective action
- Ability to use sound judgment to make and implement decisions
- Ability to effectively initiate and manage work projects
- Ability to effectively relate to and deal with public and private agencies and residents to accomplish organizational goals and complete projects
- Ability to communicate effectively, both orally and in writing, with groups and individuals
- Ability to delegate duties and assignments to achieve objectives
- Ability to evaluate performance of subordinates, correct deficiencies, and to effectively assign personnel
- Skilled in communicating with people inside and outside of the organization and from a broad range of socio-economic backgrounds, both orally and in writing
- Skilled in analyzing data
- Skilled in developing policies and procedures designed to meet the goals and objectives of the organization
- Skilled in the preparation and presentation of ideas and information in formal and informal settings

Qualifications

- Four-year degree in Business Administration, Public Administration, Urban Studies or related field from an accredited college or university.
- Master's Degree preferred.
- Public Housing Management (PHM) certification preferred.
- Five (5) or more years of increasingly responsible experience in publicly assisted housing in an administrative and/or technical capacity involving program development, and implementation of federal, state, and local laws, regulations, and related directives.
- Two (2) or more years of supervisory experience.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Enoree Cummings

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Phone: (813) 986-4441 ext. 7112

E-mail: enoree@gansgans.com

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Durham, North Carolina



Durham County is the 17th-smallest land unit in North Carolina at 286 square miles in area, but it contains the fourth-largest city in the state. Located 23 miles from the Virginia border in the northeast corner of North Carolina's central Piedmont, a geographic foothills region lying between the mountains and the area where the elevation drops off to Raleigh and the coastal plain.

Durham has consistently been ranked one of the best places in the US to live, work, and retire. With mild weather, friendly people, and access to some of the best education and healthcare in the country, the residents of Durham enjoy a high quality of life.

Education

Durham Public Schools has 30 elementary schools (grades K-5), 10 middle schools (grades 6-8), and 12 high schools (grades 9-12). There are also 10 magnet schools that maintain special focus on areas such as the humanities, arts, or the sciences; eight charter schools that are run privately, but open to the public and tax funded; and eight specialty schools that offer targeted and focused courses of study.

The North Carolina School of Science and Math (NCSSM), also in Durham, is the first school of its kind. It is a state-supported residential high school for students who excel in those two fields. Located on the campus of the former Watts Hospital, NCSSM welcomes students from around the state.

Durham School of the Arts is another unique option. Covering 6th through 12th grades, this magnet school offers rigorous academics alongside specialized training in the visual and performing arts, all right in the heart of Downtown Durham.



Durham also has a full complement of private schools, including faith-based, Montessori, and other specialized curricula and educational models.

The Pinnacle of Higher Learning

Durham is also home to global educational powerhouse Duke University and the beautiful and historic North Carolina Central University (NCCU). Duke is regularly regarded as one of the finest universities in the country, ranked seventh on the 2014 U.S. News & World Report listings. Its strengths range across most fields, from literature and political science to medicine and law.

Founded in 1910, NCCU was the nation's first publicly supported liberal arts college for African Americans. The school is lauded as having some of the best deals in education for those seeking advanced degrees in business and law.

The postsecondary options also include Durham Technical Community College, which has provided high-quality, affordable technical and career education for more than 50 years. With an impressive 100% job placement rate among its graduates within one year of completing college, Durham Tech also serves as a springboard to a bachelor's degree for many of its degree-seeking students.

Culture

Durham is the venue for the annual Bull Durham Blues Festival. Other events include jazz festivals, plays, symphony concerts, art exhibitions, and a multitude of cultural expositions, including the American Dance Festival and the Full Frame Documentary Film Festival. A center of Durham's culture is its Carolina Theatre, which presents concerts, comedy and arts in historic Fletcher Hall and Independent and repertory film in its cinemas. Notable dining establishments are primarily concentrated in the Ninth Street, Brightleaf, and University Drive areas. There is a resurgence of restaurants in and around the downtown area, including several new restaurants in the American Tobacco District.



The Durham Association for Downtown Arts (DADA) is a non-profit arts organization located in the downtown area. It was founded in 1998 and then incorporated in 2000. The organization's mission is a commitment to the development, presentation and fiscal sponsorship of original art and performance in Durham. DADA strives to support local artists working in a diversity of artistic media. Emphasizing community, DADA helps local residents gain access to these artists by providing free or low-cost venue admission.

Music

Durham has an active and diverse local music culture. Artists' styles range from jazz, hip-hop, soul, folk, Americana, blues, bluegrass, punk, metal and rock. Popular bands and musicians include Branford Marsalis, Iron & Wine, Carolina Chocolate Drops, The Mountain Goats, John Dee Holeman, 9th Wonder, Red Clay Ramblers, The Old Ceremony, Megafaun, Curtis Eller, Mount Moriah, Hiss Golden Messenger, Sylvan Esso, Hammer No More the Fingers, and Yahzarah. Additionally, members of The Butchies, Superchunk, Chatham County Line and the Avett Brothers live in Durham.

Merge Records, a successful independent record label, has its headquarters in downtown Durham. Other independent record labels include Jamla, 307 Knox, Churchkey Records, and Paradise of Bachelors. Roots label Sugar Hill Records was founded in Durham, by Barry Lyle Poss, before it moved to Nashville in 1998. In 1996, the feminist / queer record label Mr. Lady Records was founded and operated in Durham until its demise in 2004.

Durham has a rich history of African American rhythm and blues, soul, and funk music. In the 1960s and 1970s, more than 40 R&B, soul, and funk groups—including The Modulations, The Black Experience Band, The Communicators, and Duralcha—recorded over 30 singles and three full-length albums. Durham was also home to ten recording labels that released soul music, though most of them only released one or two records apiece. A few successful local soul groups from Durham also recorded on national labels like United Artists or on regional labels in the mid-Atlantic and Northeast.

Visual arts

Durham is home to the nationally known Scrap Exchange, the largest nonprofit creative reuse arts center in the country, and the Nasher Museum of Art as well as a plethora of smaller visual arts galleries and studios. As a testament to the arts, downtown Durham sponsors an organically grown celebration of culture and arts on display every third Friday of the month, year round. The event is named and has come to be known as 3rd Friday.



A selection of locally renowned galleries remains in business throughout the city. Galleries include but are not limited to local spots such as the Pleiades Gallery, The Carrack Modern Art, and Golden Belt Studios. Supporting a variety of local, nationwide, and worldwide talent, these galleries often host weekly events and art shows. The Durham Art Walk is another annual arts festival hosted in May each year in downtown Durham. The Durham Art Walk features a variety of artists that come together each year for a large showcase of work in the streets of Durham. A secondary magnet school, Durham School of the Arts, is also located in downtown Durham. Durham School of the Arts focuses on providing students with an education in various forms of art ranging from visual to the performing arts.

Sports

Collegiate athletics are a primary focus in Durham. Duke University's men's basketball team draws a large following, selling out every home game at Cameron Indoor Stadium in 2009. The fans are known as the Cameron crazies and are known nationwide for their chants and rowdiness. The team has won the NCAA Division I championship three times since 2001 and five times overall. Duke competes in a total of 26 sports in the Atlantic Coast Conference.

Durham's professional sports team is the Durham Bulls International League baseball team. A movie involving an earlier Carolina League team of that name, Bull Durham, was produced in 1988. Today's Bulls play in the Durham Bulls Athletic Park, on the southern end of downtown, constructed in 1994. Now with one of the newest stadiums in the minor leagues, the Bulls usually generate an annual attendance of around 500,000. Previously the Durham Athletic Park, located on the northern end of downtown, had served as the Bull's homebase. Historically, many players for the current and former Durham Bulls teams have transferred to the big leagues after several years in the minor leagues. The DAP has been preserved for the use of other teams as well as for concerts sponsored by the City of Durham and other events. The Durham Dragons, a women's fast pitch softball team, played in the Durham Athletic Park from 1998–2000. The DAP recently went through a \$5 million renovation.

