



# Jacksonville Housing Authority

Building A Better Future For Jacksonville

Vice President of Public Housing  
Jacksonville, FL



## Gans, Gans & Associates

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Public Housing (PH) in Duval County is administered by the Jacksonville Housing Authority (JHA). Created in September of 1994 by the Mayor and City Council of Jacksonville, JHA was formed to create an effective community service oriented public housing agency.

Prior to the establishment of JHA, both the Public Housing and Section 8 programs were administered directly by the City of Jacksonville and regulated by the U.S. Department of Housing and Urban Development (HUD).

Public Housing was established to provide decent and safe rental housing for eligible low and moderate income families, the elderly, and persons with disabilities.

Public housing comes in all sizes and types from scattered duplex and quad apartments to high-rise apartments for elderly families. These units are owned and operated by the Jacksonville Housing Authority (JHA). Rent in these units is set for each family based on their anticipated annual adjusted income. There are approximately 2,653 families living in JHA's Public Housing. JHA's units are located city wide. They have units on every side of town as well as in Baldwin and Jacksonville Beach.

Jacksonville Housing Authority (JHA) prides itself on the quality housing that it provides. JHA's vision is to be recognized as one of the premier housing authorities in the United States. They are creative and innovative in managing all aspects of its organization. They implement comprehensive plans to improve the physical conditions of their units and to expand the number of affordable housing units. They provide service to their clients which exceed their expectations and assist them in developing means to move up and out of assisted housing. Family units are dispersed throughout Duval County which makes the residents feel like a part of the community, and not targeted as low-income households.

### **Position Summary**

The Vice President of Public Housing oversees, either directly or through subordinate supervisors, Public Housing, and Resident Selection divisions of the Authority, and coordinate with contracted manager of affordable housing properties. Establish departmental priorities and goals and provide direction and leadership to accomplish goals. Coordinate the development of departmental budget, and the preparation and maintenance of records and reports. Assist in the formulation of plans and programs, evaluation of existing programs, and establishment of organizational goals.

### **Essential Duties and Responsibilities**

- I. Oversee housing operations, either directly or through subordinate supervisors, and property management for affordable housing
  - Promote high level of performance indicators as established by the Public Housing Management Assessment Program by establishing efficient procedures for occupancy, rent collections, inspections, and resident satisfaction
  - Review information regarding rent and other collections received to assure that goals are met
  - Assure that resident complaints and grievances regarding housing matters are heard and resolved in accordance with established procedures and HUD regulations
  - Confer with subordinate supervisors periodically in order to assess the status of assigned areas of responsibility, resolve problems, and establish procedures to promote a more efficient operation
  - Review and interpret federal, state and local regulations pertaining to public housing
  - Establish departmental priorities and provide direction and leadership in order to assure that priorities are addressed properly
  - Conduct periodic staff meetings in order to discuss problems, receive reports, and inform subordinates of issues and priorities
  - Establish and maintain relationships with resident groups in order to improve communications and assure consistency
  - Monitor budgets through management of occupancy rates, unit turnover, revenue collection and expenditures, including purchases
  - Communicate with on-site managers of affordable housing properties to discuss problems, capital needs, evaluate the condition of the property, or other matters regarding the property
  - Determine the status of the affordable housing properties through review of the budgets, expenditures, vacancies, income, various reports, etc.
- II. Supervise housing management staff
  - Conduct pre-employment interviews and make hiring recommendations
  - Interpret and apply Authority personnel policies, departmental policies, and other relevant policies and procedures
  - Review time and leave reports for the department
  - Prepare and review performance appraisals and discuss with subordinates as appropriate
  - Counsel employees regarding job performance and document in accordance with established procedures
  - Provide advice and assistance to subordinate supervisors regarding employee discipline
  - Recommend disciplinary action as needed

- III. Participate in the overall administrative function of the Authority
- Confer with supervisor regarding problems, potential problems, and to advise of the status of projects and assignments
  - Participate in professional meetings and training in order to stay abreast of trends and developments in public housing administration and housing operations
  - Prepare budget, budget revisions, and periodic budget reports as needed for areas of responsibility
  - Prepare reports and conduct studies as needed
  - Participate in 5-year plan evaluation and revision for areas of responsibility by preparing annual statement, recommended revisions, cost estimates, and public hearings
  - Prepare reports, charts, graphs, contracts, etc. as needed
  - Develop long and short term goals and objectives for area of responsibility for strategic plan for the organization
  - Represent the Authority in meetings with local government officials, community agencies and organizations

### **Knowledge, Skills, and Abilities**

- Knowledge of HUD, JHA, and other 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 data collection and analysis methods and procedures
- Knowledge of modern office equipment including copier, computer, calculator, fax, etc.
- Knowledge of local, state, and federal laws governing public and other subsidized housing programs including health and fire regulations, landlord/tenant regulations, leasing of property and evictions
- Knowledge of community and social services available locally and through local, state, and federal agencies and/or funding sources
- Ability to plan, organize, and assign routine work and special projects in order to meet organizational goals
- Ability to develop and establish effective working relationships with employees, officials, and the public
- Ability to compile data, prepare reports, 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 use computers in compiling and analyzing data, preparing reports and correspondence
- Ability to effectively initiate and manage work projects
- Ability to effectively relate to and deal with contractors and residents in order to accomplish organizational goals and complete projects
- Ability to assist in planning, promoting, and evaluating housing and housing-related programs
- Ability to write program narratives, budgets, statistical and other supporting data and to develop policy and procedure manuals for various programs
- Ability to communicate effectively, both orally and in writing, with groups and individuals
- Ability to delegate duties and assignments in order to achieve objectives
- Ability to evaluate performance of subordinates, correct deficiencies, and to effectively assign personnel
- Ability to present ideas and information in a clear and concise manner, both orally and in writing

### **Education and/or Experience**

- Bachelor's degree in management, business administration, public administration, or related field, plus 5 years of progressively responsible experience in public housing or assisted housing management, including 5 years of management experience, or an equivalent combination of education and experience.
- Certified Housing Manager
- Valid Driving License

### **How to Apply**

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

**Kimberly Sallie**

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**Phone: (813) 986-4441 ext. 7111**

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





\* Jacksonville, the largest city in area in the continental United States, is a rapidly growing metropolitan city in Northeast Florida, with approximately 850,000 residents. Under its strong mayor form of government, residents elect a mayor and a 19-member City Council, with five at-large members and 14 members elected by district. Lenny Curry is Jacksonville's 8th mayor since the consolidation of Duval County and City of Jacksonville governments in 1968.

Due to its convenient location, mild climate, reasonable cost of living, high quality of life and a business-friendly government, Jacksonville is a popular location for corporate expansions and relocations. Its status as an intermodal transportation hub is another incentive, and the city is also a leading distribution center, with a transportation network embracing port and air cargo facilities, rail and trucking routes. Millions of tons of raw materials and manufactured goods move through the city annually.

This momentum continues to boost Jacksonville's stature in the national and international marketplace. In fact, Jacksonville is consistently rated one of the 'Hottest Cities in America' for business expansions and relocations in an annual poll featured in Expansion Management magazine. The U.S. Chamber of Commerce released a study ranking Florida's Workforce and Training programs number one in the country (Enterprising States Report- 2011), and Jacksonville was named the nation's third least expensive city to launch a corporate headquarters (BizCosts.com - 2011). Jacksonville has garnered an impressive list of top rankings.

As a rapidly growing municipality, Jacksonville is recognized as a national leader in managing development. A growth management task force in 2005 formed a vision for the next 25 years: The overall strategy involves balancing commercial and residential development with transit and infrastructure capacity and the preservation of green space.

One of Jacksonville's many natural assets is one of the largest urban park systems in the country. The active and passive parks and preservation lands are a key part of Jacksonville's quality of life. So are the miles of beaches and waterways, a major symphony orchestra, a sports and entertainment complex downtown and a myriad of special events that this sports-loving city hosts each year. The home of the NFL's Jacksonville Jaguars, the city welcomed its first Super Bowl in 2005.

With a growing population, a strong economy, diverse cultural and recreational opportunities and abundant natural resources, Jacksonville continues to distinguish itself as one of the nation's most dynamic and progressive cities.

#### Climate

The city's climate is subtropical, but tends to be cooler than the Florida peninsula to the south. Winters can be marked by spells of cold weather, and limited snow or ice occur once every few years but outdoor events and sports outings can be comfortably accommodated year round.

The hottest month is July, with an average high of 92° F and an average low of 70° F. In January the average high temperature is 66° F and the average low is 41° F, though it is usually colder in December with an average high of 61° F and low of 38° F.

Normal annual precipitation is 51.3 inches, with the largest monthly totals accumulating from July through September.

#### Education

Jacksonville boasts a [first-rate public school system](#), an educated citizenry and a host of institutions of higher learning.

Universities, colleges, and other institutions in or near Jacksonville

- [University of North Florida](#)
- [Jacksonville University](#)
- [Edward Waters College](#)
- [University of Phoenix](#)
- [Webster University](#)
- [Jones College](#)
- [Columbia College](#)
- [Florida Coastal School of Law](#)
- [Florida State College at Jacksonville](#)
- [Everest University](#)
- [Fortis Institute](#)



## Parks

With 57,373 acres of parks, including state and federal lands, Jacksonville now ranks No. 1 among U.S. cities in gross acreage for parks and is in the top 10 in the percentage of acreage in the city devoted to park land.

The wide variety of parks ranges from small neighborhood playgrounds for toddlers to biking, hiking and horse trails to athletic fields to boat ramps. There also are vast areas of unspoiled natural wilderness, much of it newly acquired by the city. From the quiet dignity of an oak forest, to the vastness of the salt marsh, Jacksonville's nature parks have an abundance of flora and fauna to satisfy the tastes of the casual observer or the dedicated nature hound.

## Beaches

As much for its beautiful beaches as anything, Jacksonville has become known as Florida's First Coast. Unlike much of the rest of Florida, the First Coast's miles of beaches remain relatively unspoiled and unfenced. The Beaches communities in Duval County -- Atlantic Beach, Jacksonville Beach and Neptune Beach -- also offer some of the best sport fishing, boating and water sport opportunities in the country.

A stroll along the beach might yield a collection of seashells, a view of the porpoise and northern right whales that cavort off the coast, or merely the relaxed state of mind that ocean waves can foster. Mayport Naval Station is home to many U.S. ships. Nearby, fishing boats ply the waters for a variety of fish and shrimp.

## Jacksonville Zoo

The Jacksonville Zoo, north of downtown, is a natural wonderland growing and changing daily, with more than 1,000 rare and exotic creatures. Covering about 70 acres along the St. Johns River, the zoo has the only walking safari in Northeast Florida.

A true family adventure, the Jacksonville Zoo offers an entertaining and educational experience for visitors and residents of Florida's First Coast. For more details, visit [www.JaxZoo.org](http://www.JaxZoo.org).

## Shopping & Entertainment



### Historic San Marco

San Marco is an artsy shopping, dining and entertainment district just south of downtown. Stroll through an historic square featuring Italian-influenced architecture and a classic statue of three lions. Avail yourself of art galleries, boutiques, eateries, bookstores and other speciality shops, including a chocolatier. Entertainment includes the art deco San Marco Theatre and a community theater. San Marco has frequent special events, including art shows and a wine tasting.

## Sports Complex



### Everbank Field

When it comes to spectator sports in Jacksonville, there's no question that football is king. And the king's throne is Everbank Field, which opened in August 1995, and is home of the [Jacksonville Jaguars](#) of the National Football League. The stadium is the centerpiece of the city's sports complex on the eastern edge of Jacksonville's Downtown, on the western banks of the St. Johns River near the Hart and Mathews bridges.

In February 2005, the 73,000-seat stadium played host to Super Bowl XXXIX. The stadium is also the site of two annual college football events - the Gator Bowl Classic and the annual Southeastern Conference match up of Florida and Georgia. Occasional concerts and other special events are also held at the stadium.

The completely revised stadium was built in less than 20 months, faster than any major-league stadium has ever been built in North America. That allowed the Jaguars to be the first expansion team in sports history to play its first home game in its first season in a new stadium or arena.



### The Baseball Grounds of Jacksonville

Thousands of baseball fans came out to celebrate the completion of the Baseball Grounds of Jacksonville, on April 4, 2003. Located northeast of the intersection of East Adams Street and A. Philip Randolph Boulevard in the Sports Complex, the new ballpark has a seating capacity of 10,000 and is home to the [Jacksonville Suns](#). The red brick exterior complements both the new arena and the historic St. Andrews Church, which sits adjacent to the site.



### Jacksonville Veterans Memorial Arena

Located just west of A. Phillip Randolph Boulevard, the Arena's red brick exterior complements the new baseball park and the historic St. Andrews Church. It holds hockey and basketball games, allowing Jacksonville to compete for national events. The Arena was the site of an Olympic exhibition game between the US Men's Basketball team and Puerto Rico in 2004. In March of 2006, Jacksonville will host First and Second Round games for the NCAA Men's Basketball Tournament.

Near the Arena, the Duval County Veterans Memorial Wall showcases the names of more than 1500 local military personnel who lost their lives while on active duty. The Memorial Wall is a testament to Jacksonville's important relationship with the military and remains an integral part of the Sports Complex.

### History

#### Fort Caroline National Memorial

A near full-scale rendering of the fort was created to memorialize the 16th Century French effort to establish a permanent colony in Florida. After initial exploration in 1562, a colony was established in 1564, only to be eliminated by Spanish forces from nearby St. Augustine in 1565. Exhibits in the National Park Service's Visitors Center provide information on the history of the first European settlement on the American mainland, the French colony's interaction with the native Timucuans and the colonists' brief struggle for survival.



### Downtown Jacksonville

Downtown Jacksonville is where the Old South meets urban chic, and you can experience everything this thriving metropolis has to offer. From cafes and boutiques to museums and galleries and more than \$1.6 billion in redevelopment projects, our downtown renaissance has begun.

### The Jacksonville Landing

The hub of Jacksonville's growing entertainment district in the Downtown area, The Jacksonville Landing is a cool place to dine and shop on the St. Johns River. From North Florida and around the United States, millions of people enjoy the Jacksonville Landing's festive mix of shops, restaurants and eateries and its hundreds of entertainment events annually. The Landing is one of the most popular visitor attractions in the city, attracting a large share of the 5.18 million visitors that come to Jacksonville.

\* <http://www.coj.net/about-jacksonville>