



Human Resources Manager
Montgomery, AL



Gans, Gans & Associates

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The Housing Authority of the City of Montgomery, often referred to as the Montgomery Housing Authority (MHA), was formed by a State of Alabama Charter on June 22, 1939 and was the first to develop public housing in the City of Montgomery. Montgomery was the second city in the country to host government-owned public housing communities. The first two public housing communities, commissioned by the Federal Works Administration, were leased and managed by MHA in 1940 (acquired in 1953). They would become MHA's first two managed properties, William B. Paterson Court and Riverside Heights. Both properties underwent immediate expansion to meet affordable housing needs, while MHA's first newly constructed public housing community – Cleveland Court, was underway.

With the goal of not only developing affordable housing, but relieving the city of substandard housing, MHA razed a blighted section of distressed homes at Cleveland Avenue and Mill Street and developed in its place Cleveland Court (home to civil rights pioneer Ms. Rosa Parks 1951-1957). Together Paterson Courts, Riverside Heights, and Cleveland Court became the first three public housing communities owned and operated by MHA. Victor Tulane Courts and Trenholm Court came on line a few years later in 1952 and 1954 respectively.

During the 1960's-1980's, MHA added to its stock of affordable housing developments: Smiley Court, Gibbs Village, Cedar Park and Richardson Terrace. Of those four properties, three remain: Smiley Court, Gibbs Village (which is now Gibbs Village East and Gibbs Village West), and Richardson Terrace, which underwent an award winning renovation in 2011 and is known today simply as The Terrace.

In recent years, MHA has aggressively sought to renovate and redevelop its housing stock. The former Victor Tulane Court site has been redeveloped into two separate developments. Victor Tulane Gardens was completed in 2005 and The Plaza at Centennial Hill, a mixed-income development, opened in 2013. MHA currently has eight public housing properties: Paterson Court, Parks Place (formerly Cleveland Court), Smiley Court, Gibbs Village East, Gibbs Village West, The Terrace, Victor Tulane Gardens and The Plaza at Centennial Hill.

Position Summary

Responsible for all functional areas of Human Resources. Duties include coordination of employment, compensation and benefits programs, safety, training, record keeping system, grievance hearings, policy development and affirmative action planning and career counseling. Work is confidential in nature requiring advanced communication and managerial skills.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to, the following:

- Supervises a support staff and develops acceptable performance measures and standards.
- Oversees employment and recruitment activities in compliance with fair employment practices and federal regulations.
- Ensures career opportunities through fair job bidding systems and uniform selection procedures.
- Administers compensation and benefits programs, based on acceptable practices and applicable laws. Adheres to special regulations governing wages, hours of work and eligibility criteria for benefit plans.
- Assesses educational background, appropriate skills and related experience to determine career profiles of the workforce.
- Develops training curriculum and programs for maximum utilization of the workforce. Participates in special task force committees to identify supervisory and management problems.
- Acts as a consultant to management to alleviate morale problems and to promote general goodwill.
- Establishes systematic procedures and record keeping systems for optimum efficiency.
- Participates in various grievance hearings to resolve employee problems. Assures fair and equitable examination of the facts presented.
- Serves as Hearing Officer for the Housing Choice Voucher Program and Public Housing, as needed.
- Researches, examines and develops personnel policies and procedures agency-wide.
- Develops and monitors affirmative action plan for compliance with federal, state and local legislation.
- Participates in career counseling sessions to assist employees in selecting vocational training and/or higher education.
- Determines manpower planning for the development of short-term goals and long-range planning.
- Oversees MHA's Intern Program in conjunction with local colleges and universities.
- Oversees implementation of the Job Rotation Program. Promotes the program and monitors participation.
- Oversees implementation of the Tuition Assistance Program. Promotes the program and monitors participation.
- Oversees implementation and provides training and guidance to MHA's management in carrying out MHA's Employee Performance Evaluation system.
- Coordinates and monitors the implementation of MHA's Salary Comparability Study and evaluates and implements recommendations.
- Coordinates and monitors the Housing Authority Retirement Trust service providers and/or consultants.
- Handles all risk management duties in coordination with +department heads.
- Performs other duties as assigned.
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Qualifications, Knowledge and Abilities

- Knowledge of HUD regulations and Authority policies, procedures and practices.
- Considerable knowledge of Equal Employment Opportunity Laws, Fair Labor Standards Act, Civil Rights Act of 1964, ERISA, and employment practices and procedures.
- Considerable knowledge of Federal and State Labor laws, insurance practices and procedures and Worker's Compensation and State Law.
- Must possess leadership and consensus building skills, creative and analytical skills, strategic planning experience and credibility.
- Must have excellent communication skills, both written and verbal. Presentation and listening skills are also required, along with a convincing professional presence.
- Must be able to represent the Authority effectively in business meetings, conventions, municipal organizations and other industry forums.
- Thorough knowledge of principles and practices of effective management.
- Ability to supervise and train a support staff that may include professional and clerical workers.
- Ability to analyze data of operations for report preparations and presentations.
- Ability to analyze policies and procedures and identify opportunities for improvement in human resources, training and development.
- Ability to establish short and long term goals and monitor progress to completion.
- Ability to coordinate and oversee a number of projects concurrently.
- Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
- Ability to establish and maintain effective and courteous relationships with employees and other business contacts.
- Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
- Bondability.
- Valid Alabama driver's license, or must acquire one within 30 days of employment.
- Eligibility to be covered under the Authority's fleet auto insurance.

Complexity

- The employee performs a moderate number of routine and generally related tasks.
- The course of action is determined by established procedure, the supervisor and/or the employee.
- Tasks frequently must be coordinated, integrated and/or prioritized.
- Some cases involving personnel problems may be difficult to accomplish and require resourcefulness and extra effort by the employee.
- Decisions regarding unusual circumstances may be made by the employee on occasion.

Scope and Effect

- The employee's work affects the Authority's housing programs and its residents.
- Success by the Human Resources Manager in hiring and retaining qualified and motivated employees enhances the Authority's ability to achieve its basic goal and provide adequate services to residents.

Personal Contacts

- Most of the employee's contacts are with MHA's employees, business firms, attorneys, residents and contractors.
- Contacts are made to verify, give, obtain, clarify and/or provide information.
- Contacts are also made to delegate, coordinate, advise, motivate, influence, justify, defend, negotiate and/or resolve matters or issues.

Education and Experience

- Bachelor's degree in Human Resource Management, Business Administration, or other related field from an accredited college or university.
- Master's degree preferred.
- Minimum five years' progressive experience in a human resource environment with at least three of those years in a managerial or supervisory capacity, or an equivalent combination of education and experience.
- PHR Certification required within first year of employment (training and testing will be at the Montgomery Housing Authority's expense).

How to Apply

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

Enoree Cummings

Gans, Gans & Associates, 7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7018 ~ 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.





Montgomery

Montgomery is the capital city of Alabama. Named for Richard Montgomery, it is located on the Alabama River, in the Gulf Coastal Plain. As of the 2010 Census, Montgomery had a population of 205,764. It is the second-largest city in Alabama, after Birmingham.

The city was incorporated in 1819, as a merger of two towns situated along the Alabama River. It became the state capital in 1846, representing the shift of power to the south-central area with the growth of cotton as a commodity crop of the Black Belt and Mobile's rise as a mercantile port. In February 1861, Montgomery was selected as the first capital of the Confederate States of America, until the seat of government moved to Richmond, Virginia, in May of that year. During the mid-20th century, Montgomery was a major site of events in the Civil Rights Movement, including the Montgomery Bus Boycott and the Selma to Montgomery marches.

In addition to housing many Alabama government agencies, Montgomery has a large military presence due to Maxwell Air Force Base; public universities Alabama State University, Troy University (Montgomery campus), and Auburn University at Montgomery; private colleges/universities Faulkner University and Huntingdon College; high-tech manufacturing, including Hyundai Motor Manufacturing Alabama; and cultural attractions such as the Alabama Shakespeare Festival and Montgomery Museum of Fine Arts.

Montgomery has won several national awards including being voted Best Historic City by USA Today, being named an All-America City in 2014 by the National Civic League, being named a "Top City for Job Growth" in 2014 by ziprecruiter.com, and being named the happiest city in Alabama. Montgomery has also been recognized nationally for its successful, and ongoing downtown revitalization and new urbanism projects with Montgomery having been one of the first cities in the nation to implement Smart Code Zoning.

Parks

Montgomery's park system includes more than 400 parks on over 34,000 acres of parkland. Park facilities and amenities include more than 500 lakes, ponds and storm water management facilities and devices, 457 miles of streams, 305 tennis courts, 296 athletic fields, 289 playgrounds, 208 basketball courts, 189 miles of paved and natural surface trails, 114 picnic areas, 110 historic structures, 102 campsites, and 31 park activity buildings, as well as nature centers, miniature trains, indoor tennis facilities, boat rental facilities, indoor and open air ice rinks, event centers, public gardens, and more.



Culture

Montgomery has one of the biggest arts scenes of any mid-sized city in America. The Wynton M. Blount Cultural Park in east Montgomery is home to the Montgomery Museum of Fine Arts. The Museum's permanent collections include American art and sculpture, Southern art, master prints from European masters, and collections of porcelain and glass works. The Society of Arts and Crafts operates a co-op gallery for local artists. Montgomery Zoo has over 500 animals, from five different continents, in 40 acres of barrier-free habitats. Montgomery is home to the Museum of Alabama which serves as the official state history museum and is located inside the Alabama Department of Archives and History building downtown.

The Alabama Shakespeare presents year-round performances of both classic plays and performances of local interest, in addition to works of William Shakespeare. The 1200-seat Davis Theatre for the Performing Arts, on the Troy University at Montgomery campus, opened in 1930 and was renovated in 1983. It houses the Montgomery Symphony Orchestra, Alabama Dance Theatre and Montgomery Ballet, as well as other theatrical productions. The Symphony has been performing in Montgomery since 1979. Serving as the center for entertainment in downtown Montgomery, the Montgomery Performing Arts Centre is a state-of-the-art facility large enough for first run Broadway shows, yet intimate enough with 1,800 seats to view a wide variety of concerts, opera, comedy, dance and children's shows.



Education

Loveless Academic Magnet Program High School-

2017 Rankings

Loveless Academic Magnet Program High School is ranked #57 in the National Rankings and earned a gold medal. Schools are ranked based on their performance on state-required tests and how well they prepare students for college.

All rankings:

#57 in National Rankings

#1 in Alabama High Schools

#14 in Magnet High Schools

#236 in STEM High Schools

There are over 10 colleges and universities within 20 miles of the Montgomery, AL, area.

Revitalization

Montgomery has been recognized nationally for its extremely successful and continuous downtown revitalization. The revitalization started in the early 2000s with the construction of the Montgomery Biscuits minor league baseball stadium and the construction of Riverfront Park. Following those developments hundreds of millions of dollars have been spent by various companies transforming old warehouses and buildings into high end loft apartments, restaurants, retail, hotels, and businesses. Currently there is vast demand for downtown living space and there are currently over 500 apartments under construction downtown including developments such as The Heights on Maxwell Boulevard, The Market District on Dexter Avenue, the Kress Building on Dexter Avenue, The Bell Building on Montgomery Street, and a new complex by the convention center.



Beaches

Alabama is home to some of the finest beaches, and drive a little further and you will find the Florida Panhandle.

The Panhandle of Florida referred to as the "Emerald Coast" is known for its beautiful beaches and crystal-clear water. When you visit the Panhandle, you'll be amazed at how the water is a beautiful shade of clear green, and the beaches are so white and soft, it's like walking on sugar.