

# SPRINGFIELD METROPOLITAN HOUSING AUTHORITY

## Deputy Director



Springfield, OH



## Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

[www.gansgans.com](http://www.gansgans.com)

## Springfield Metropolitan Housing Authority

Springfield Metropolitan Housing Authority (SMHA) offers the Housing Assistance Program (HAP) in cooperation with Housing and Urban Development (HUD). Federal funds are used to help low income, elderly, and disabled/handicapped individuals or families with affordable housing. SMHA operates Public Housing (PH) and the Housing Choice Voucher Program (Section 8).

### SMHA Public Housing (PH)

SMHA provides subsidized housing to income qualified individuals/families. The sites currently owned and operated by SMHA are: Cole Manor, Grayhill, Hugh Taylor, RC Henry Homes, Sherman Courts/Murray Street, and many scattered sites located throughout the city. The Lincoln Park housing development received Housing & Urban Development (HUD) revitalization funds (HOPE VI) in 2005. This newly revitalized property is managed by Sawmil Road Management Company LLC.

## Position Summary

The Deputy Director is directly responsible to and assists the Executive Director in the overall management operations of the Housing Authority. The Deputy Director provides and maintains all applicable policies, procedures, and regulations; may contact and communicate with government agencies, vendors, and various public and private associations. The Deputy Director has responsibility for the day-to-day operation of the agency as delegated by the Executive Director or in the absence of the Executive Director.

The Deputy Director reports to the Executive Director and provides managerial oversight for the agency in the absence of the Executive Director.

## Essential Duties and Responsibilities

- Works with the Executive Department staff and other Directors to manage the assets of SMHA; to establish and implement SMHA goals; to maintain and/or change SMHA policies and procedures; to maintain, review and implement regulations that pertain to SMHA; and to maximize efficient and economical operations of SMHA.
- Establishes and maintains the required information, communications, and reporting systems. Annually reviews and evaluates all information systems and proposes software, hardware, and training upgrades as appropriate.
- Supervises and directs the human resource, youth services and information systems function.
- Keeps the Executive Director advised of any potential problems relating to administrative or personnel matters.
- Provides personnel and employment reports as needed or as required to all divisions of SMHA and other agencies or associations; performs or supervises the payroll function.
- Provides compliance reviews/audits to assure that policies, procedures, practices and regulations are being properly administered. Maintains, comprehends, interprets and trains department personnel on SMHA policies and procedures, and federal, state and local regulations that pertain to the Authority.
- Serves as the primary point of contact for all regulatory oversight issues and information requests from the designated HUD Field Office.
- Ensures HUD performance standards and reporting requirements criteria are maintained at high performance level and/or improved, if required.
- Facilitates contracts between SMHA and HUD and administers contractual agreements with HUD and other public and private agencies.
- Coordinates Risk Management activities.
- Develops functions that support the various operating systems and entities comprising SMHA and assures the effective and efficient management of SMHA assets.
- Supervises staff with various skill levels and expertise to assure timely production using both verbal and written instructions.
- Provides direct participation and oversight of union contract negotiations and labor and management dispute resolutions.
- Identifies needs of staff as to what training is needed.
- Performs specific assignments as delegated by the Executive Director.
- Directing the day-to-day operations of the prevention services and Implementing the policies/procedures of the prevention services.
- Ensuring the agency is operating in accordance with ODADAS' prevention certification standards.
- Reviews SEMAP for the Housing Choice Voucher Program.
- Performs quality control for Public Housing tenant files.
- Reviews the coordination of project-based Housing Choice Vouchers and any other special program related to the Housing Choice Voucher Program.

### Other Duties and Responsibilities

- Participates in land acquisitions; consults with engineers, architects, federal officials, city officials, contractors, and others to accomplish development.
- Plans, organizes, directs, monitors, and evaluates the services provided to SMHA youth residents by state and local providers including funded and volunteer programs.

- Identifies and seeks new program grants and funding sources available locally and nationally to enhance the assisted housing mission in the metropolitan area; attends meetings of city, county, state and national organizations which may contribute to successful assisted housing programs.
- Administers grant programs including periodic reporting requirements and maintains accurate program records. procedures.
- Prepares monthly activity reports as required and attends all monthly board meetings.
- Performs other duties as assigned.

### Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to plan, organize, control, and motivate employees of a complex organization.
- Ability to deal successfully with members of the community. Must possess valid Ohio driver's license and show evidence of personal vehicle insurance.

### Education & Experience

- Four-year college degree in business, public administration, or finance.
- Three years' experience in direct supervision of employees and in personnel management.
- Five years' experience in management of a complex organization including budget preparation and financial management.
- A combination of appropriate education and experience may be substituted for the minimum educational requirement.

### Interpretation (policies, procedures, or practices)

- Must follow HUD and SMHA policies. Interprets and applies federal, state, and local regulations, SMHA policies and procedures to all aspects of the position. Extensive independent thinking required to meet deadlines with appropriate information. Can recommend and make internal policy and procedure changes.

### Internal/External Contacts

- Often has contact with tenants, banks, and HUD personnel and some contacts with vendors and suppliers. Director maintains internal contacts with management in other divisions and has some contact with various housing associations for gathering and sharing information.

### Scope of Responsibility

#### Problem Solving

- Solves problems of personnel and labor functions, information systems functions, budget development, budget compliance, policy and procedure compliance, reporting systems for finance and other administrative areas (i.e. pension plan, new policies and procedures) and occasional problems with youth residents.

#### Decision Making

- Exercises full responsibility for training and evaluation. Has partial responsibility for personnel actions. May recommend budgets, contracts, and new programs.

#### Nature of Supervision

- Reports directly to the Executive Director and, as delegated, executes discretionary operation of the Division.

#### Resource Responsibility

- Supervises staff as assigned, which may include youth services, accounting, budget, personnel, and procurement staff.

#### Working Conditions

- Typical administrative management stress including pressure from budget constraints, limited staff and equipment.

### How to Apply

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

#### Simone Gans Barefield

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

Phone: (813) 986-4441 ext. 7116 | Fax: (813) 986-4775

E-mail: [simone@gansgans.com](mailto:simone@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.

**Springfield** is a city in Ohio and the county seat of Clark County. The municipality is in southwestern Ohio and is situated on the Mad River, Buck Creek and Beaver Creek, approximately 45 miles west of Columbus and 25 miles northeast of Dayton. Springfield is home to Wittenberg University, a liberal arts college.

## Education

The Springfield City School District serves approximately 8,000 students pre-school through grade 12 in a vibrant learning community of 63,500 residents in west-central Ohio. The dedicated and professional staff includes 490+ teachers, with approximately 355 support personnel and administrators.

Springfield is also home to Nightingale Montessori, a small private school using the methods from Dr. Montessori. The school was founded over thirty years ago, and has been educating many from Springfield, Clark County and other surrounding counties such as Greene, Clinton, Champaign, Franklin, Madison and Logan. The school accepts the Ed Choice scholarship, The Jon Peterson Scholarship and the Autism Scholarship. Students are admitted as early as 2 1/2 years old through high school.

## Wittenberg University

Springfield is home to two institutions of higher learning, Wittenberg University and Clark State Community College.

Wittenberg University is a Lutheran university that was founded in Springfield in 1845. It is a four-year private liberal arts university. It has more than 2000 students and a faculty of more than 195. It is situated on a campus of 114 rolling acres, shaded by many majestic trees. It is one of the most highly rated liberal arts universities in the nation, offering more than 70 majors, which include those in the sciences as well as in the arts. Wittenberg has more than 150 campus organizations, which include ten national fraternities and sororities. It has its own WUSO radio station and newspaper. The University is best known for its music department and its athletic endeavors. Wittenberg is also distinguished by its strong interdisciplinary programs such as East Asian Studies and Russian Area Studies. Recently majors in Management, Communication, Education are also becoming popular. The University made major renovations to its science facilities with the opening of the Barbara Deer Kuss Science Center in 2003.

The city is also home to Clark State Community College. Clark State Community College was founded in 1962 under the name of the Springfield and Clark County Technical Education Program as a technical education college for Clark County, Ohio and the surrounding area. It changed its name in 1966 to Clark County Technical Institute. The Ohio Board of Regents accredited it as Ohio's first technical college. It is now called Clark State Community College and has more than one thousand students. It offers courses in business, health, public services, engineering technologies, agriculture and general studies.

The Clark County Public Library operates three public libraries within the city of Springfield.

## Arts

The award-winning Clark State Performing Arts Center is situated on 5.5 acres in downtown Springfield. The 86,000-square foot facility is home to Kuss Auditorium and the Turner Studio Theatre and is designed and equipped to accommodate musical performances, theatre presentations, conferences, business meetings and other activities.



The Springfield Arts Council, Inc. is recognized for leading the citizens of Springfield, Clark County and the region to an enhanced appreciation of the performing arts. The youth, young adults, diverse, and underserved populations of the community are also active participants and supporters of the performing arts and regularly attend events. The Springfield Arts Council is the initiator of cooperative ventures with many organizations within the community and the region, resulting in a broad and stimulating array of arts offerings supported by substantial financial and human resources.

Springfield is home to the only Smithsonian Affiliate art museum in the state of Ohio. The distinction celebrates the Springfield Museum of Art's adherence to best practices and its exemplary permanent collection, which features artists such as Berenice Abbott, George Bellows and A.T. Bricher. The Museum's dynamic schedule of changing exhibitions including self-taught and contemporary artists ensures there's always something new to see.

Springfield Symphony Orchestra performing since 1944, the symphony is one of Springfield's greatest assets. The music director conducts 72 of the area's finest professional musicians, as well as internationally renowned guest artists.



## Parks

National Trail Parks and Recreation District is an extensive parks and recreation system encompassing a multitude of facilities and program opportunities for the residents of Clark County. This Joint Recreation District was formed when the City of Springfield Parks and Recreation Department and the Clark County Recreation Department joined as one agency.

The District manages over 1,000 acres of beautiful parks and facilities and nearly 30 miles of multi-use trails.

### Things to Do (from Visit Greater Springfield)

<http://www.visitgreater.springfield.com/springfield-museum-art>

What began as a modest concrete fish pond in H.G. (Ben) Hartman's back yard is now revered as a folk-art masterpiece. The Hartman Rock Garden includes over 250,000 individual stones that combine a mixture of history, religion and depression-era pop culture. Among the Hartman Rock Garden's many unique attributes, the sheer scale of the work and its contextual location in a residential neighborhood, contributes greatly to its status as an iconic "outsider" art site. Fully restored by the Kohler Foundation in 2009, the Garden is open daily from dawn to dusk with no admission charge.



<http://www.visitgreater.springfield.com/young%20jersey-dairy>

Whether you want to play a round of miniature golf with the family, hit the batting cages, enjoy a relaxing dinner, visit the petting zoo, or get a world-famous ice cream cone, Young's Jersey Dairy is your destination.

<http://www.visitgreater.springfield.com/heritage-center-museum>

The spectacular City Building & Market built in 1890 is now home to the Heritage Center Museum. Extending an entire city block, the Heritage Center houses an extraordinary museum that faithfully recounts the history of America's Heartland, and the historic National Road. Known by architectural aficionados for its stunning Richardsonian Romanesque design, the Heritage Center hosts approximately 30,000 visitors each year. Adults and children alike are sure to be fascinated by the exhibits on display and you can't beat the admission cost...free!

<http://www.visitgreater.springfield.com/eco-sports-corridor-whitewater-park>

Thanks to the removal of low-head dams and some significant in-stream improvements, Springfield's Buck Creek is now whitewater country. The ECO Sports Corridor features four recreational whitewater kayaking areas including a large-scale "park & play" area in Snyder Park. Visitors from all over the Midwest have been drawn to Springfield to experience this unique downtown whitewater site.



<http://www.visitgreater.springfield.com/national-museum-us-air-force>

The National Museum of the United States Air Force collects, researches, conserves, interprets and presents the Air Force's history, heritage and traditions, as well as today's mission to fly, fight and win ... in Air, Space and Cyberspace to a global audience through engaging exhibits, educational outreach, special programs, and the stewardship of the national historic collection. Located just 25 minutes south of Greater Springfield.

<http://www.visitgreater.springfield.com/heart-ohio-antique-center>

Clocking in at about 116,000 sq. ft., Springfield's Heart of Ohio Antique Center is the country's largest indoor antique mall featuring over 650 dealers spanning virtually every genre of collecting. If you can't find it at Heart of Ohio, chances are it doesn't exist!

<http://www.visitgreater.springfield.com/ohio-caverns>

Ohio Caverns is one of Ohio's most popular tourist attractions. The caverns remain a steady 54 degrees year-round featuring some of the most unique formations in America. Guests from around the world come to experience the 35-acre park for an all-day family fun adventure.



<http://www.visitgreater.springfield.com/ntprd-chiller>

The coolest place for family fun in Springfield! Chiller's regulation ice surface offers public ice skating, skating and hockey classes, youth and college hockey and special events.