

Deputy Executive Director

Full-Time

Athens Housing Authority

Athens, Tennessee

The Deputy Executive Director serves as second-in-command of the Athens Housing Authority, which currently operates 459 affordable housing units, including 441 converted under the Rental Assistance Demonstration (RAD) program. The Deputy Executive Director manages and leads the Authority's 16 administrative, housing, and maintenance employees in ensuring the mission of providing decent, safe, and sanitary housing continues to be met.

Serving as the primary operational and compliance advisor to the Executive Director, the Deputy Executive Director's main role is to assist the Executive Director in ensuring day-to-day operations run properly and efficiently while also ensuring both the Authority and its tenants are meeting all compliance and regulatory obligations. To accomplish this, the Deputy Executive Director manages and leads various functions of the Authority's housing, maintenance, and administrative functions, as assigned and directed by the Executive Director, with the main goal being to translate the Executive Director's vision, Board policies, and local, state, and federal regulatory requirements into effective and efficient management and operation of the organization. Regular ongoing tasks of this position would include resolving operational and personnel matters, conducting program quality control audits, and assisting the Executive Director in budget management, accounts payable and receivable monitoring, procurement and contract management, electronic reporting (HUD Secure Systems, EIV, vouchering, transmission of 50059s, etc.). The ability to think and exercise strong independent judgment and initiative in directing and coordinating the day-to-day operations of the Authority while balancing accountability, risk management, and compliance is the key requirement of this position.

In particular, the Deputy Executive Director's role is to ensure all aspects of the Authority operate in compliance with HUD regulations and contractual requirements; applicable local, state, and federal laws; Authority policies and procedures; grant requirements; and partnership agreements and contracts. The Deputy Executive Director ensures the timely and accurate submission of required operational and regulatory reporting to HUD, Tennessee Housing Development Agency (THDA), and other governmental entities, including, but not limited to, the running and proper maintenance and management of EIV reports, submission of HAP vouchers, and keeping up with all aspects of HUD Secure

Systems, as applicable to the Authority's programs. The Deputy Executive Director also ensures housing and maintenance files are properly kept and that staff are properly executing leasing and recertification operations, work order logs and execution, and other similar operations. The Deputy Executive Director advises and works with the Executive Director to implement policies, procedures, processes, forms, and controls necessary to ensure all compliance obligations are met across the Authority's housing and maintenance programs. The Deputy Executive Director will oversee the Authority's organizational readiness for all HUD, THDA, and NSPIRE management and occupancy reviews, physical inspections, and other regulatory monitoring activities.

The Deputy Executive Director is responsible for leading and developing staff through daily management, mentorship, and training to ensure professionalism and accountability in all aspects of the Authority's service while also promoting positive workplace and customer service environments that value problem-solving, responsiveness, integrity, dignity, and respect. The Deputy Executive Director ensures the proper coordination of various activities and compliance functions across housing, maintenance, and administration with assistance from senior staff in those areas. The Deputy Executive Director works with the Executive Director to monitor the effectiveness of various programs and initiatives within the Authority.

The Deputy Executive Director represents the Authority when delegated by the Executive Director with respect to dealings with HUD, governmental agencies, residents, community members and organizations, contractors and vendors, and other organizations and individuals. The Deputy Executive Director also serves as the Acting Executive Director during the Executive Director's absence or when otherwise delegated to do so by the Executive Director.

The Deputy Executive Director handles other tasks as assigned by the Executive Director.

Key requirements of this position include:

- Intelligence, energy, and integrity, with integrity being the primary requirement.
- Strong strategic, critical thinking, and analytical skills, with the ability to provide sound and reasonable judgment, analyze complex issues, develop and evaluate alternative options, anticipate challenges, manage risk, and make timely and reasonable decisions.
- The ability to align operations and personnel with organizational priorities and compliance requirements.

- The ability to manage, lead, inspire, and develop staff of varying abilities and skillsets while fostering an overall culture of excellence through collaboration, education, and accountability.
- Exceptional verbal, written, and interpersonal communication skills with the ability to both understand and effectively explain complex information.
- The ability to promote teamwork, resolve conflict, and remove organizational barriers.
- An understanding of public sector governance and an ability to effectively navigate complex organizational, governmental, and community relationships with professionalism and sound judgment.
- Knowledge of business and management practices native to the housing industry, including, but not limited to, budgeting, planning, leasing activities, maintenance activities, documentation, compliance, and performance measurement.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Strong working knowledge of and comfort using, learning, and teaching housing software (SACS software familiarity is preferred, but not required).

Minimum qualifications for this position include:

- Bachelor's degree is preferred, but not required, as all education, training, certifications, and work and volunteer experience will be taken into consideration.
- Demonstrated experience with affordable housing programs and HUD regulations. It is preferred applicants have at least five (5) years of experience in the affordable housing industry. Preference will be given to candidates who have experience in supervisory roles and compliance, preferably in the affordable housing industry though experience in other fields will be given consideration, as well.
- Possession of a valid Tennessee driver's license, or the ability to obtain one within a reasonable period after employment.
- The ability to physically work in the office, located in Athens, Tennessee, as ongoing remote work is not offered by the Authority at this time.
- The ability to make site visits when needed to Authority locations around McMinn County, Tennessee, including in the municipalities of Athens and Englewood, as well as to travel to other locations within McMinn County and

also travel for trainings, conferences, meetings, and other Authority-related purposes as directed by the Executive Director.

- Physical requirements include the ability to sit for prolonged periods at a desk while working on a computer, constant walking between offices and around developments up and down stairs and on uneven terrain when needed, the ability to lift up to 15 pounds at a time, and the visual acuity to review documents, reports, electronic data, photographs, and visually inspect properties when needed.

The starting salary range for this position is \$80,000 to \$90,000 per year with the potential for upward adjustment based on factors such as education, experience, and performance, plus a vehicle allowance based on anticipated vehicle usage. The Authority covers the cost of employees' health insurance premiums—employees are required to pay a portion of the premium for adding spouses and children. The Authority provides a mandatory 401(a) retirement plan after 1,000 hours of employment, with the employee required to pay 5.5 percent of gross salary into the plan, which the Authority matches at 9.5 percent—employees are fully vested into the plan at five years. An optional 457(b) plan is also offered. Paid sick leave and vacation are also provided.

This is a regular, full-time position. It is an exempt, professional position under the Fair Labor Standards Act (FLSA). While standard business hours of the Housing Authority are Monday through Friday from 8:30 a.m. to 5:00 p.m., the nature of this executive role requires a flexible schedule and the Deputy Executive Director may be required to work outside of standard hours.

Job performance is evaluated by the Executive Director based on operational efficiency, regulatory compliance, effectiveness in leading staff, and alignment with agency goals and budgets. All work is subject to review by the Executive Director, independent audits, and HUD inspections.

Athens Housing Authority is an Equal Opportunity Employer.

Letters of interest and resumes will be accepted at greg@athenstnha.com until the position is filled.