

DEPUTY DIRECTOR

Act as the number two person in the agencies organizational chart. Report directly to the Executive Director, and have the overall responsibility for the day to day operation of the Somerville Housing Authority, consisting of approximately 1500 public housing units and 1,200 section 8 vouchers, and LIHTC units. Have direct supervision of all Directors, Housing Managers, Admissions and Continued Occupancy/Section 8 Director, Resident Services staff and Public Safety Chief and indirect supervision of approximately 100 employees. Responsible for the achievement of established goals and objectives as set forth by the Somerville Housing Authority's Executive Director and Board of Commissioners.

Forward questions and resume to Ms. Emily Horvath, Executive Assistant at EmilyH@sha-web.org , she can be reached at 617-625-1152 extension 349.

Key Responsibility Areas

- Working with the Executive Director and Director of Finance ensures that the SHA's financial operation is prepared in accordance with city, state, and/or federal guidelines.
- Analyzes and reports on various Somerville Housing Authority performance issues with regard to both financial and operational management.
- Directs and manages the successful completion and submission of the Agency's Annual and 5-Year Plan.
- Acts as primary contact and manager for all development matters including pre-development strategies, consultant selection, financing scenarios and applications. Maintains supervisory role from pre-development through construction completion and Operational and Regulatory compliance.
- Directs and manages the Director of Operations ensuring that the maintenance program is providing the highest possible service to our residents.
- Directs and manages the Director of Finance to ensure that all finance matters are carried out according to the established regulations, policies and procedures.
- Directs and manages Modernization Director in all matters related to capital projects, CFP Funding and expenditure benchmarks, contract disputes and development matters.
- Directs and manages Housing Managers to ensure that all housing management staff carry out their program requirements, which includes leases, collection of rents, and legal proceedings for non-payment.
- Directs and manages the Resident Service Staff ensuring that the SHA provides an opportunity to all residents for access to the services that they may require.
- Directs and manages the Admissions and Continued Occupancy/Section 8 Director ensuring that all matters relating to Section 8 and Tenant Selection are completed in accordance with the established regulations and SHA's policies and procedures.
- Directs and manages the Director/Chief of Public Safety ensuring that all matters relating to public safety are carried out in accordance with the established regulations and SRA's policies and procedures.

Typical Examples of Work Performed

- Establish development of Agency Annual and 5-Year Plan in accordance with objectives set forth from Board of Commissioners, Executive Director and Resident Advisory Board (RAB).
- Manages, measures and reports day to day operation of all Departments. Promptly responds directly to issues via email with copy to Executive Director.
- Responsible for the establishment of goals and objectives for the personnel that he/she directly supervises.
- Works closely with all staff on a daily basis to ensure that they are on target with the goals and objectives.
- Responsible for supervision, reviewing, evaluating, and monitoring the performance of the senior level staff. Conducts periodic staff meeting and other meetings such as the Residents Advisory Board.
- Oversees the coordination of all matters pertaining to the Public Housing Assessment System (PHAS) ensuring that the SHA strives to maintain its status as a High Performer.
- In coordination with the Executive Director, plans and implements the delivery of all modernization and maintenance services to ensure that there will be adequate preparation of development repair and renovation programs.
- Occasionally addresses community agencies on housing related topics and participates in City of Somerville requested meetings.
- Any other duties as directed by the Executive Director