

Deputy Director

Job Summary:

Full-time: This full-time position is part of the Brown County Housing Authority and functions as the primary assistant to the Executive Director to provide management back-up support and perform community liaison and outreach for BCHA programs. This position is also responsible for ensuring a high performance, customer service oriented work environment that supports teamwork, maintains effective administration of the program and achieves the agency mission. The Deputy Director will directly supervise staff, including managing the daily activities, overall performance and compliance with HUD rules.

Job Duties include:

- Assists the Executive Director in scheduling, planning, budgeting, reporting, and supervision of BCHA programs and projects.
- Directs the coordination and implementation of HUD Special Purpose Vouchers (EHV, FUP, VASH, FSS, etc.).
- Develops and recommends to the Executive Director and the Board of Commissioners improvement in programs, policies and procedures.
- Prepares narrative and financial reports on progress of projects
- Helps design, plan and implement programs and projects.
- Makes written and oral reports to the Board of Commissioners.
- Participates in Executive Staff and Agency-wide meetings
- Maintains and reviews individual case files and ensure compliance with Federal and State regulations.
- Develops the quality control sample for compliance with SEMAP regulations to include HQS inspections and case file maintenance and
- Assists Executive Director to develop SEMAP compliance report
- Supervises and coordinates work of staff members as it relates to BCHA Programs.
- Assesses issues and problems and actively coordinates solutions
- Prepares and assists in preparation and writing of grant proposals and funding opportunities for the BCHA and other agencies as assigned.
- Assists the Executive Director with various duties related to BCHA programs and functions.
- Represents the Executive Director at BCHA Board Meetings or sub-committee meetings in his/her absence.
- Pursues additional sources of funding and income-generating projects for the BCHA.
- In the absence of the Executive Director, acts as primary liaison with public officials and other housing agencies and groups.
- Helps plan and formulate annual department budget and business plan
- Assists in the training and evaluation of staff
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university in social work, public administration, business administration or related field.



Brown County Housing Authority

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- Prefer a minimum of five years, successful work experience in housing or social service-related fields or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
 - Working Knowledge of HUD Assisted Program, regulations and guidelines. Ability to relate to and work with very low income minority, handicapped and elderly persons/households.
 - Knowledge of available community services available throughout Brown County
 - Ability to develop short and long term goals.
 - Ability to express ideas clearly both orally and in writing.
 - Ability to effectively plan, organize, coordinate and administer work in situations where diverse demands are involved.
- Requires valid Wisconsin Driver's License.
- Requires use of personal vehicle, with employer providing business mileage reimbursement.
- Bilingual helpful.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| <input type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> Light | <input type="checkbox"/> Medium |
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| Lifting 10 lbs. maximum and occasionally lifting and / or carrying such articles as files, light packages, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met. | Lifting 10 lbs. frequently with occasional lifting and / or carrying objects weighing up to 20 lbs. Even though the weight lifted may be a negligible amount, this category would include a job that requires walking or standing to a significant degree or involves sitting most of the time with a degree of pushing and pulling of arm and / or leg controls. | Lifting 25 lbs. frequently with occasional lifting and / or carrying objects weighing up to 50 lbs. |

Brown County Housing Authority is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability status, protected veteran status, or any other characteristic protected by applicable law.

Interested parties should send their cover letter and resume to Patrick.Leifker@BCHousingAuthority.org. Applications will be accepted until position has been filled.