



Housing Authority
of the County of Monterey

Invites your interest for the position of

Chief Operations & Finance Officer

*Application Deadline:
March 15, 2010 by 5:00 p.m.*

About Housing Authority of the County of Monterey (HACM)

Our mission is “to provide, administer, and encourage quality affordable housing and related services to eligible residents of Monterey County”. We accomplish this mission by providing a variety of housing and services through:

- ❖ Section 8 Vouchers
- ❖ Public Housing
- ❖ Farm Labor Housing
- ❖ Tax Credit and other Affordable Housing Programs
- ❖ Development of new Affordable Housing properties through the County

We partner with a broad spectrum of community non-profits, city and county agencies, and state organizations to address affordable housing and housing shortage issues.

About our Community

The HACM is located in Salinas, California. Salinas is the county seat and the largest municipality of Monterey County. This suburban city, home to approximately 150,000 people, enjoys mild temperatures which are ideal for this agricultural community. Salinas' hospitality blends yesterday's charm with today's modern conveniences. The California Rodeo, California International Air Show, and the world famous Steinbeck Festival are major attractions of our colorful and diverse city. With nearby Monterey Peninsula, the historic missions of San Juan Bautista, Soledad, Carmel and San Antonio de Padua, the world-class wineries of South Monterey County, the beauty of nearby beaches, and Pinnacles National Monument, there are many reasons that make this location ideal. Salinas and the Salinas Valley offer a unique combination of climate, natural resources, and people. Although agriculture forms an economic base, more than 100 manufacturing firms call Salinas home.

About our Position

CHIEF OPERATIONS & FINANCE OFFICER **\$8,750 - \$11,346 / month**

DEFINITION/PURPOSE:

Plan, organize, and direct the day-to-day housing operations and maintenance activities, monitor the Authority's programs of general accounting, fiscal record keeping and reporting, and Authority budget development, and oversight all financial transactions to include development activities of the Authority through subordinate Directors and Managers. Assists the Executive Director in planning, directing, managing and overseeing all the staff activities and strategic operations of the Authority. Insures that all operational strategies and goals are met. Assists the Executive Director in the development and implementation of a fiscal plan that maximizes the funds available for the Authority's use in accomplishing its goals and objectives. Serves as the operational, financial advisor to the Executive Director and Board of Commissioners by providing operational departmental reports, financial reports and analysis detailing the funds available to and within the several financial venues in which the Authority operates.

DISTINGUISHING CHARACTERISTICS:

This single position executive management classification is responsible to the Executive Director for the management and supervision of the Operational departments, and for the broader oversight of all day-to-day housing operations of the Authority. It differs from all other classifications in that it is solely responsible to the Executive Director for assisting him/her in the management of all operational aspects of the Authority.

SUPERVISION RECEIVED AND EXERCISED:

Operates, under the direct supervision and general administrative direction of the Executive Director, with significant independence.

Directly responsible for the following departments: Housing Programs, Housing Management, and Finance/Accounting. Provides direct supervision to assigned executive management, other management, and assigned clerical personnel, and indirect supervision to professional, technical/crafts, specialist, and clerical personnel.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, organize and direct the daily management and administration of all aspects of the delivery and maintenance of the Authority's public housing programs.
- Direct those programs that sustain the physical, social, and programmatic viability of the Authority's housing developments.
- Supervise subordinate management, professional, administrative, clerical and technical/maintenance staffs that deliver the authority's programs.
- Strategize and orchestrate various organizational, program, and priorities.
- Initiate discussions on new programs and determine initiation of funding proposals. Assist in the development of strategies and direction for both Authority and individual departments.

- Establish policy-appropriate service and staffing levels and comprehensive minimum standards in support of Authority goals and objectives; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Works with the Chief Administrative Officer to assess and monitor workloads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement change. Establish programs to correct management deficiencies.
- Establish formal internal communication systems and methods to develop effective and timely interchange of ideas, information, suggestions, and recommendations to the Executive Director, department heads, and supervisory staff.
- Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Participate in the selection of staff. Responsible for assuring appropriate employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of Authority work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Oversee and participate in the development and administration of the Authority budget; approve the forecast of funds needed by service area assigned for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as judged appropriate and necessary.
- Ensure strict compliance of agency programs with Federal and State guidelines and regulations; researches and analyzes new Federal and State guidelines
- Develop and implement goals, objectives, policies, procedures, performance objectives, standards, and reporting systems. Develop cooperative strategies among departments within the Authority and with regulatory and funding agencies, subject to the approval of the Executive Director.
- Establish and maintain a cooperative relationship with client organizations in a manner that demonstrates an understanding of and respect for diverse cultural backgrounds.
- Establish a variety of community contacts to effectuate dialog concerning public/private partnerships designed to stimulate the development of affordable housing and services needed to support such development.
- Respond to, explain, define, defend, and resolve issues pertaining to the Authority's programs, policies and activities. Negotiate and resolve sensitive and controversial issues. Advise Executive Director, in a timely manner, on necessary actions, problems, or requirements.
- Provide legal oversight of procurement and contractual policies and processes.
- Review and approve expenditures as outlined in procurement policies.
- Negotiate contracts and agreements with representatives of various governmental agencies and participate in negotiations with Authority recognized employee organizations.
- In the absence of the Executive Director, assume full management responsibilities for Authority programs and services; recommend and administer policies and procedures.
- Assist in the development and implementation of Authority goals, objectives, policies, and priorities for each of the assigned service areas. Serve as a policy, program, and organizational structure advisor to the Executive Director regarding management and operations issues and other Authority-wide matters. Set the tone for the organizational culture of the Authority. Provide short term and long term organizational planning.
- Assist the Executive Director with Board relations and preparation of Board agenda.
- Provide staff assistance to the Executive Director and the Board of Commissioners; prepares and presents staff reports and other correspondence. Provides staff reports to other boards and commissions, as assigned.

- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Represent the Authority to outside agencies; coordinate Authority activities with those of cities, counties, and outside agencies and organizations.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on authority programs. Suggest alternative courses of action, as applicable. Research new housing laws and regulation and make recommendations for methods of implementation.
- Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- Serve as backup to all department heads and supervisors.
- May represent the Authority at public meetings and conferences, and attend meetings of housing-related professional groups.
- Coordinate media announcements and respond to resultant media inquiries.
- Perform related duties and assume related responsibilities, as assigned.
- Provide, when required, legal and CPA oversight

SPECIAL REQUIREMENTS:

Knowledge of – Operations, services, and activities of a comprehensive public housing management program. Management skills to analyze programs, policies and operational needs. Principles and practices of program development and administration. Purposes, functions, and organization of housing authorities and other local governmental agencies and the functioning of their governing boards. Principles and practices of public housing administration. Pertinent Federal, State, and local laws, codes and regulations; and the local housing market. Principles and practices of supervision of personnel, performance evaluation, and employee training. Principles and techniques of general accounting, financial reporting, and analysis. General Accepted Accounting Principles (GAAP). Business law and regulations applying to accounting operations regulated under HUD. Financial forecasting. Internal auditing procedures. Government accounting. Principles and practices of budget development and administration. Real estate development and property management. Personnel practices, supervision, training and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local and national financial markets. Tax credit financing of affordable housing projects, and management information systems.

Ability to – Plan, organize, direct, and coordinate work of lower level staff in a manner conducive to high levels of organizational performance. Lead, facilitate team building and communications. Effectively select, train, supervise and evaluate subordinates. Direct the housing operations, services and activities of the Authority and delegate authority. Maintain confidentiality. Analyze and identify problems and recommend solutions in support of Authority goals. Devise and implement innovative approaches to maximize organizational efficiency and responsiveness. Interpret and apply Federal, State and local policies, laws and regulations. Communicate complex ideas clearly, concisely, and effectively both verbally and in writing. Prepare clear and concise administrative and financial reports. Prepare and administer large and complex budgets within established guidelines. Establish and maintain effective working relationships with those contacted in the course of work. Maintain a discriminating intellect that provides the capability of making sound decisions. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – Must possess extensive operational knowledge of Public Agencies and hold a Public Housing Manager certificate or acquire such a certificate within one year of appointment to the classification. Must possess a current Certified Public Accountant license in the State of California. Must possess and maintain an applicable California Driver license and a driving record acceptable to the Authority.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb stairs, and operate keyboard equipment, and generally maintain the physical condition and mobility necessary to visit Authority sites and other housing authorities and agencies. A majority of work is conducted in a standard indoor office environment.

Other – Provide an annual Statement of Economic Interest.

- Provide proofs of US citizenship, or if an alien either lawful admission for permanent residence or authorization for appropriate work, from the Department of Homeland Security.
- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical, but not exclusive, way to obtain the knowledge and abilities is:

Experience – Six (6) years of increasingly responsible administrative, financial and management experience in public agency housing program or private enterprise that includes implementation of Federal, State, and local housing laws, regulations, and related directives.

Education – Possess a Professional Graduate degree from an accredited college or university with course work in public administration, financial management, business administration, or a related field.

About our Benefits

- Thirteen (13) paid holidays per year
- Twelve (12) vacations days per year [accrual schedule up to twenty-five (25) days per year]
- Ten (10) sick days per year
- Deferred Compensation (457) Plan
- Retirement Plan (403b) with a generous 11.9% employer contribution
- Medical, Dental and Vision insurance paid at 100% for employee coverage
- Flexible Spending Accounts (medical and dependent)
- Supplemental Insurance (Aflac)
- Employee Assistance Plan (EAP)

About our Application Process

The Housing Authority is an Equal Opportunity Employer, and our process ensures fairness to all applicants. All positions require a completed and signed Application for Employment.

An Application may be obtained:

- ❖ In person: 123 Rico Street; Salinas, CA 93907
- ❖ By website: www.hamonterey.org (click on Employment Opportunities link)
- ❖ By telephone request: Human Resources Department at 831-775-5000

Completed applications can be submitted by:

- ❖ Mail to: HACM, Attention: HR; 123 Rico Street; Salinas, CA 93907
- ❖ Email: hr@hamonterey.org
- ❖ Fax: 831-753-2193